DOCUMENT RESUME

ED 251 673 CE 040 289

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TITLE Training and Career Opportunities for School-Leavers before Standard Ten. Report MM-97. Revised Edition. HSRC Guidance Series GS-3.
INSTITUTION Human Sciences Research Council, Pretoria (South Africa).
REPORT NO ISBN-0-7969-0082-5
PUB DATE 84
NOTE 170p.; Third Edition.
PUB TYPE Reports - Research/Technical (143)

EDRS PRICE MF01/PC07 Plus Postage.
DESCRIPTORS *Access to Education; Adult Education; *Adults; Adult Vocational Education; *Apprenticeships; Career Education; Clerical Occupations; *Employment Opportunities; Foreign Countries; *Job Training; Machine Tool Operators; Manufacturing; Mining; Office Occupations Education; *Out of School Youth; Public Service Occupations; Sales Occupations; Service Occupations; Trade and Industrial Education; Vocational Education
IDENTIFIERS *South Africa

ABSTRACT

Intended for early school-leavers of all population groups in South Africa, this publication provides basic information on post-school pre-tertiary training. (This training is outside the normal school context and before a Standard Ten or senior secondary school level has been obtained.) Chapter I describes training institutions and schemes and functions of the Department of Manpower. Chapter II provides an overview of apprenticeship training leading to artisan status. Training opportunities at the tertiary level are briefly addressed. Listings follow of designated and non-designated trades. (Designated trades are specified by the Minister of Manpower on recommendation of a manpower training committee.) Requirements, period of apprenticeship, and sources for further information are cited. Chapters III and IV provide information on careers in public service (including careers in government departments, South African Transport Services, postal service, South African Defense Force) and other career fields (clerical, mining, operators, processing and/or manufacturing, sales and related careers, service). Requirements, training, and types of vocational service are described for each career. Chapter V discusses post-school pre-tertiary courses structured and controlled by the Department of National Education. Following an index of careers, an appendix provides addresses of useful organizations and contacts. (YLB)

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Report MM-97

ED251673

HSRC Guidance Series GS-3

Training and career opportunities for school-leavers before Standard Ten

C.J.S. Coetzee
Caroline Geggus
Antoinette Human

Revised edition

U.S. DEPARTMENT OF EDUCATION
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1984

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ISBN 0 7969 0082 5

Revised every three years
Third edition

Ook verkrygbaar in Afrikaans

Price: R8,40
(GST included)

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Printed by V&R Printing Works (Pty) Ltd

PREFACE

People are different from one another with regard to talents, aptitudes, interests, physical strength, outlook on life, personal traits, etc. These differences as well as other factors contribute to the fact that only certain people progress to the higher occupational levels through advanced academic study. For those who cannot progress in this way there are other equally-attractive possibilities available. In both cases it is nevertheless expected of those concerned to discover their latent gifts, develop these gifts positively and use them for their own benefit and that of their country.

This publication, No. GS-3 in the HSRC's Guidance Series, is a revised edition of *Training and career opportunities for school-leavers before Standard Ten* which was published in 1978. The information contained in the publication has been extended so that it can be of value to early school-leavers of all the population groups. It is aimed at providing pupils with basic information on pre-tertiary training outside the school context as well as on possible job opportunities.

Through the above publication and two other publications, *University training and career opportunities* (GS-5) and *Tertiary training outside universities and career opportunities* (GS-4), the HSRC's Guidance Series provides information on training and possible careers over a very wide field.

Thanks are due to all who kindly provided material for the publication. Particular appreciation is expressed to the Department of National Education and the technical colleges; the Department of Manpower and the editorial staff of the journal *My Career*; the Commission for Administration for information that was provided directly or which could be obtained from the publication *Careers in Government Departments*, and other public and private bodies.

The HSRC trusts that early school-leavers will find this publication a useful source of information on which to base their decisions concerning the future.

DIRECTOR

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CHAPTER I

POST-SCHOOL TRAINING

TERTIARY AND PRE-TERTIARY TRAINING

School education, even till the end of the secondary level, is in most cases not adequate preparation for a career in professional life. The school provides the basic education on which further training and retraining have to be built.

For the purpose of this publication, post-school training is divided into tertiary and pre-tertiary training. Tertiary training can be regarded as training at a level higher than the senior secondary school level (Std 10). This means training at both university and non-university training institutions for which the entrance requirement is a matriculation certificate, a senior certificate (matriculation exemption), an ordinary senior or school-leaving certificate or any equivalent qualification. Training is mainly formal and leads to the acquisition of qualifications that can be evaluated as Standard Ten plus one or more years. When tertiary training or aspects thereof are referred to in this publication, it will be done only with a view to better perspectives on training.

In this publication attention is given to post-school pre-tertiary training. This means training outside the normal school context and in most cases before a Standard Ten qualification has been obtained. The training can be formal, non-formal, informal or combinations of these three. It concerns those persons who are not in possession of a Standard Ten qualification, who are no longer of school age, who have been exempted from school education or who, for other reasons, have no longer part in the organized secondary education of the education departments.

TRAINING INSTITUTIONS AND SCHEMES

(i) Technikons

In the RSA there are at present seven residential technikons for Whites, two for Blacks, one for Coloureds and one for Indians. The Technikon RSA offers tele-tuition to all population groups. The technikons specialize in advanced training at post-matric level and ideally they will not be concerned with training at pre-tertiary level.

(ii) Technical colleges

These colleges which are spread over the country are concerned mainly with pre-tertiary training outside the ordinary secondary school context. One of their main functions is to provide the theoretical part of apprenticeship training. (On the whole, apprentices need at least no longer be of compulsory school age when they are enrolled at a technical college.) The colleges are polytechnic in nature in the sense that they offer a variety of technical and commercial courses on a full-time or part-time basis. Many of the courses offered by the technikons are also provided by some of the technical colleges. Legislation was passed in 1981 in terms of which full autonomy was granted to technical colleges.

(iii) Technical institutes

In areas not served by vocational institutions, continuation classes in technical and commercial subjects were introduced for youthful employees and adults to extend their knowledge and to improve their qualifications. In due course some of the continuation classes, which are presently known as technical institutes,

grew to such an extent that they now have their own buildings and full-time personnel. In most cases apprenticeship training is the most important task and function of the technical institutes. As regards the content and standard of instruction, there is no difference between technical colleges and technical institutes. In accordance with recent legislation the latest development is for the technical institutes to change into technical colleges.

Note: Training at technical colleges and technical institutes falls under the control of the Departments of National Education, Education and Training, and Internal Affairs.

(iv) Correspondence colleges

Education through correspondence is extremely important in South Africa, since for many students it is the only way in which they can improve their qualifications. Nowadays the colleges are successful in maintaining a high standard of training by virtue of excellent organization, realistic fees, modern teaching methods and the opportunity to make a selection from a large number of fields of study. The interests of students are protected by the Correspondence College Council. This statutory body was established by law in 1965 with the aim of controlling the standard and services of the colleges. All private correspondence colleges have to be registered with the Council.

Most of the colleges make provision for technical courses up to various levels, secretarial and commercial courses which lead to the national diplomas and certificates and for the courses of some of the professional institutes. In addition, the majority of these institutions also offer courses for their "own" diplomas and certificates.

Note: Students who enrol for courses at correspondence colleges and other non-official institutions, must ensure that the certificates that they obtain for these courses, are officially recognized for employment purposes. It is virtually impossible to publish a complete list of all courses of each correspondence college. Further particulars can be obtained direct from the colleges. A list of names and addresses of correspondence colleges appears on p. 150.

(v) Training centres and schemes

In addition to the training facilities mentioned above, the training of employees, for example in agriculture, commerce and industry is also promoted and regulated in other ways. As an incentive to employers to develop the skills of their employees, the Income Tax Act, 1962, provides for the granting of tax allowances to employers who have incurred expenses in order to train employees at group training centres, private training centres or training schemes. This training falls under the control of the Department of Manpower which also has to approve courses.

- Group training centres are centres established by a group or association of employers engaged in a particular industry and in a particular area. These centres are managed and controlled by a governing body for which provision must be made in the constitution of the centre. (Public training centres which were established in terms of the Black Employees' In-Service Training Act, 1976, are deemed to be group training centres in terms of the Manpower Training Act.)

- Private training centres, excluding group training centres are conducted by persons/private enterprises for the purpose of training own employees or the employees of other persons.

- Training schemes are conducted by employers, normally on their own premises or on premises specifically acquired for training their own employees.

Apart from the training institutions and methods mentioned above, many enterprises are making more and more use of in-service training and orientation courses. This type of training is mainly supplementary to the formal training of recognized training institutions and is aimed at preparing employees for specific jobs.

THE DEPARTMENT OF MANPOWER

In addition to other functions of the Department, the Vocational and Placement Services Division was established to help persons in choosing the occupation best suited to them and in which they can perform the most effective work and make the best progress. Vocational counsellors in this Division are stationed in Pretoria, as well as in different district offices in the most important cities and towns throughout the country. (See p. 142 for the addresses of these offices.) It is their task, on the one hand, to study the occupational world and the requirements for individual occupations while, on the other, the candidates are evaluated in various ways, so that candidate and occupation may eventually be brought together. Vocational counsellors in the Guidance and Placement Centres at the district offices have three main tasks, namely

- the provision of vocational counselling to young people over the age of 16 years, as well as the adults who require it;
- the selection of personnel for government departments and private employers;
- the rehabilitation of handicapped persons by means of selective job placement and psychological guidance.

In addition, vocational counsellors also devote considerable time to aftercare and to visits to employers in order to determine whether employees whom they have placed in employment are adapting themselves effectively to their new environment. They also assist in solving any problems which may arise.

In the Head Office important services are likewise rendered to young people and adults. There are, for example, the sections for Planning, Statistics and Information. The latter section concerns itself with the collection and distribution of information on careers. This is done in particular by means of the quarterly My Loopbaan/My Career and the four-yearly Careers Guide which is sent to all schools, training institutions, military bases, libraries and interested persons. The information contained in these publications is of great value to every boy and girl who would like to know more about occupations, working conditions, etc. A second quarterly, Rehabilitation in South Africa, is also published by this Section. It contains, inter alia, summaries of speeches, case studies and other information which is directly related to rehabilitation.

The section for Adjustment Services in its turn provides young public service employees with a particularly valuable service. It devotes attention to persons who are already working but who, as a result of some personality problem or other, cannot adjust successfully or make satisfactory progress. In the case of faulty vocational choice, guidance is given and an alternative placement arranged. In other cases, for example those of persons with emotional or other problems, a psychotherapeutic service is provided by psychologists with wide experience of this work.

Young jobseekers and persons with occupational problems are invited to visit the Guidance and Placement Centres of the Department of Manpower with a view to vocational counselling and selective job placement. Certain placement services

are also offered by the Department of Manpower at most of the administration board offices.

EMPLOYERS' ORGANISATIONS

A comprehensive list of registered employers' organisations is given on p.120 of this book. These organisations can assist to a large extent in providing information on job opportunities and training in the various industries.

CHAPTER II

FROM APPRENTICE TO ARTISAN

A. THE ARTISAN IN THE ENGINEERING TEAM

Engineer: He is a professionally qualified person who has a B.Sc. (Eng.) or other qualifications acceptable for registration by the SACPE. He has a good grounding in the basic principles of Mathematics and the natural sciences and is able to develop engineering technology from the basic principles. He therefore plays a creative role through processing scientific facts and applying his knowledge for practical use.

Technologist: Because of rapid technological development it is difficult to accurately demarcate the fields of work of the professional engineer and those of the technologist. A technologist, however, is someone who, unlike the average technician, either through education or experience (or both) has acquired a broader and deeper knowledge and a greater variety of skills, and is able to do a greater variety of work with greater proficiency in designing and developing projects and calculating the costs involved. He is able to assume greater responsibility, to be of greater assistance to the engineer and to work independently. As a member of the engineering team, his field of work is closest to that of the engineer, although his qualification (National Diploma in Technology) and responsibilities differ from those of the engineer.

Engineering technician: This title applies to a person in the engineering sector who works on a level above that of an artisan or operator and whose standard of education is higher than the NTC 3 level and who has had at least a year's appropriate practical experience. As a rule he should devote more than 40 % of his time to intellectual work (such as planning) rather than to the practical implementation thereof, or to supervision or suchlike work. The upper limits of the field of work of the technician therefore touch the lower limits of that of the technologist.

Artisan: The word "trade" indicates acquired skill in handwork whereby materials are manufactured or processed. An artisan is thus a skilled person who undertakes practical tasks on trade level. It is also customary to refer to a person, for example, as a carpenter, motor mechanic, welder, etc. Before anyone, however, can qualify as an artisan he must undergo an apprenticeship. The apprentice learns all the aspects of his trade through practical experience and under the supervision of skilled artisans and is, in addition, obliged to attend theoretical courses at technical colleges or technical institutes. After that he, as an artisan, works for example, with machines which have been designed by the engineer and assembled by the technician.

To summarize: The artisan is a skilled worker who carries out the plans and designs of the engineer's projects. The technician and technologist who can apply established techniques or prescribed procedures and who can explain them to the artisan operate somewhere between these two. Thus, the artisan is a skilled person who does creative manual work.

Women as artisans: In terms of the Manpower Training Act there is no discrimination between men and women. If a woman shows the necessary ability in any trade, has the prescribed educational qualifications and is physically able to carry out and master all the facets in which training is required, an employer can, with the approval of the Registrar of Manpower Training, enter into an apprenticeship contract with her.

At present ladies' hairdressing is the most popular trade for which women can be trained. A career in the jewellery industry and in the trades of engraver or setter and processor of precious metals is also practiced by women. A trade in the printing industry, for example that of book binder, photosetter or lithographer is also popular among women. Should a woman wish to become a motor mechanic and an employer is willing to train her under apprenticeship contract, there is nothing to prevent her from becoming a successful motor mechanic.

B. TRAINING PROCEDURE FOR APPRENTICES

In the RSA apprentices are trained by various government undertakings and many large and smaller industries. Approximately nineteen of these industries, of which some provide training in more than forty artisan fields, collaborate closely for this purpose with the Department of Manpower. (More information about this is given further on in this book, see p. 14 .) The training of apprentices is also subject to the Manpower Training Act, Act No. 56 of 1981, which is administered by the Department of Manpower. Technical colleges and technical institutes offer theoretical tuition for obtaining the technical certificates N1, N2 and N3 (pre-tertiary level) and N4, N5, N6 and NTD (tertiary level). The attendance by apprentices for N1, N2 and N3 takes place as far as possible through the group training scheme (block-release) which usually comprises full-time attendance over a period of approximately eleven weeks annually and which may be followed, if necessary, by part-time classes to be attended after working hours. In some cases correspondence courses for apprentices are offered by the Technical College of South Africa, Private Bag X24, Braamfontein 2017.

After a candidate has obtained either a Std 7, a Std 8 or an equivalent or higher certificate according to the requirements of the artisan field in which he wishes to qualify, and he is not required by law to attend school, he may be registered as an apprentice in a designated trade with an employer in any of the industries concerned, provided the employer is able to provide suitable training. Prospective apprentices must, however, bear in mind that the above-mentioned are only the general minimum requirements and that some employers insist on higher educational qualifications, for example, a Std 9 or even a Std 10 Certificate for a specific artisan field. Exemption with regard to age and educational qualifications may be granted in meritorious cases by the Registrar of Manpower Training on the recommendation of the manpower training committee concerned.

Candidates should also contact the industrial council of the industry under which the artisan field in which they are interested falls. Thus liaison can be established with the nearest or the numerous other industrial concerns which train apprentices. This will then give them an indication of the concerns which have vacancies for apprentices. The addresses of the industrial councils are given on p. 135.

Candidates may also present themselves for an aptitude test which may be conducted by the Department of Manpower in any of its urban offices in Cape Town, Port Elizabeth, East London, Durban, Pretoria, Johannesburg, Kimberley and Bloemfontein. Should the number of candidates justify it, the Department may send out officials to central test centres in the country to conduct the test and to advise candidates. By taking this test it can be determined which artisan field is the most suitable for a candidate.

C. PERIOD OF APPRENTICESHIP AND ARTISAN STATUS

The period of apprenticeship depends on what is prescribed for the industry and trade concerned and may vary from three years to five years. The period for most popular trades is usually four years. Artisan status may be obtained either

after the apprenticeship has elapsed or by passing a voluntary or compulsory qualifying trade test at an earlier stage.

Note

(a) The period of apprenticeship of an apprentice who, whether prior to or during his apprenticeship, has undergone training or rendered service in terms of the Defence Act, 1957 (Act 44 of 1957), shall be reduced by a period not exceeding -

(i) eight months of a first period of 24 months or longer; or
(ii) six months of a first period of 18 months; or
(iii) four months of a first period of 12 months; and
(iv) 30 days of any subsequent period of such training or service.

(b) The period of apprenticeship of an apprentice who, whether prior to or during his apprenticeship, has undergone training or rendered service in terms of section 34A(3) of the Police Act, 1958 (Act 7 of 1958), shall be reduced by a period not exceeding -

(i) in the case of training or service in terms of section 34A (11) of the said Act -

(aa) eight months of a first period of 24 months; or
(ab) four months of a first period of 12 months; and
(ac) 30 days of any subsequent period of such training or service;

(ii) in the case of any other training or service which is undergone or rendered in terms of the said section 34A(3), a period equal to the period of such training or service, but not exceeding 90 days in any year.

(c) Notwithstanding the provisions of paragraph (a) or (b) an apprentice shall not be entitled to a reduction in his period of apprenticeship under paragraphs (a) (iv) and (b) (i) (ac) of more than -

(i) 60 days in respect of training or service under paragraph (a) or (b) prior to his apprenticeship, where his prescribed period of apprenticeship does not exceed three years;

(ii) 90 days in respect of training or service under paragraph (a) or (b) prior to his apprenticeship, where his prescribed period of apprenticeship is in excess of three years but does not exceed four years; or

(iii) 120 days in respect of training or service under paragraph (a) or (b) prior to his apprenticeship, where his prescribed period of apprenticeship is in excess of four years.

The Registrar may, however, grant remission from the contract period for appropriate experience gained prior to the entering into of a contract. Compulsory and voluntary qualifying trade tests are conducted by the Department of Manpower at the Central Organisation for Trade Testing at Olifantsfontein.

The voluntary tests were introduced mainly for two reasons. In the first place, in order to fill the ranks of the skilled artisans by reducing the period of apprenticeship of a talented apprentice. Secondly, to encourage apprentices to do their utmost in the practical work as well as in the theoretical classes, thus improving their academic qualifications and consequently becoming eligible for artisan status at an earlier stage. Apprentices should also remember though, that although the trade test is a practical test, the theoretical knowledge is complementary to passing the test.

The time when a voluntary qualifying trade test may be taken, is determined by the academic qualifications of an apprentice obtained before or during his apprenticeship. Thus remission from the contract period may be granted and artisan status, according to circumstances, may even be obtained after two years. Thus, by way of example an apprentice who has obtained a pass at National Technical Certificate, Part II (N2), or equivalent or higher level in the theory of the trade in which he is indentured or who has obtained the National Technical Certificate, Part II (N2), or equivalent or higher qualification in subjects related to his trade, may voluntarily undergo a qualifying trade test after he has completed 93 weeks of practical training, excluding theoretical studies at a technical college. An apprentice who obtained a pass at National Technical Certificate, Part III (N3), or equivalent or higher level in the theory of the trade in which he is indentured or equivalent or higher qualification in subjects related to his trade, may voluntarily undergo a qualifying trade test after he has completed 80 weeks of practical training, excluding theoretical studies at a technical college.

Certificates for artisans

If an apprentice passes the prescribed qualifying trade test in accordance with standards recognised by the National Training Board a certificate is issued to him to that effect by the Registrar of Manpower Training.

D. CONTRACT OF APPRENTICESHIP

After the designation of a trade in terms of the Manpower Training Act a contract of apprenticeship must be entered into by the minor prospective apprentice, his guardian and his employer in the trade. The Registrar of Manpower Training registers the contract on the recommendation of the manpower training committee concerned, after which the contract is binding on the parties. Hereby the apprentice undertakes, inter alia

- to bind himself as an apprentice to the employer mentioned;
- to serve his employer faithfully, honestly and diligently and to comply with all legal orders and requirements;
- to regard all information concerning the employer's firm as confidential;
- to have no interests directly or indirectly in another business or concern as a paid agent or a servant;
- not to be absent from his work without permission from the Registrar;
- to attend the prescribed technical classes, write the examinations and to behave himself properly in such classes and at such examinations.

The employer undertakes, inter alia

- to take on the apprentice for the prescribed period and to give him adequate instruction in the trade concerned;
- to pay the prescribed fees with regard to the technical training of the apprentice;
- to pay the prescribed wages;
- to hand in reports on the progress of the apprentice on request of the Manpower Training Committee;
- to report any absence from work by the apprentice within seven days;

- to endorse the contract on completion of the apprenticeship and to send it to the Registrar.

Note: A breach of contract by one of the parties is not only of a civil nature, but is also a criminal offence.

Conditions of apprenticeship for each industry, including detailed training schedules and wages are published as a notice in the Government Gazette. Wages are subject to a minimum amount and may differ from one industry to another and from area to area. Conditions of apprenticeship are continually subject to changes and information in this respect may be obtained directly from the vocational counsellors of the Department of Manpower. The addresses of their offices are given on p. 142.

As far as prospects of employment for artisans and apprentices are concerned it is enough to state that there is a great demand in all fields. The shortage of artisans, for example, amounted to 24 019 in 1981, and in the case of apprentices to 3 543. Broadly speaking, there are thus abundant employment opportunities and the future is rosy for any youth who is prepared to put his/her shoulder to the wheel.

E. THEORY COURSES FOR APPRENTICES: NTC 1, NTC 2, AND NTC 3

Admission requirements for NTC 1: The candidate must have at least a Std 7 Certificate and have passed both Mathematics and Science. If he does not satisfy these requirements, he must first complete the introductory course.

For admission to NTC 2 the candidate must have an NTC 1 or have passed in at least three appropriate subjects in Std 8 according to the Higher Grade, Standard Grade or Functional syllabi. The subject theory must relate specifically to the trade for which the candidate has registered.

For admission to NTC 3 the candidate must have an NTC 2 or have passed at least three appropriate subjects in Std 9 according to the Higher Grade, Standard Grade or Functional syllabi.

Practical Course: Candidates who have passed the Practical Course at school and who as apprentices or candidates apply for admission to the NTC courses will usually be admitted to the level comparable to the standard that they passed at school provided that the subjects they have passed, in particular the subject theory, are applicable to the NTC subjects. This means that a candidate with a Std 8 Certificate (Practical), for example, will be admitted to the NTC 1 if the subjects he has passed are appropriate. Likewise candidates with a Std 9 or Std 10 Certificate (Practical) will be admitted to the level that they can master. This will depend to a large degree on the suitability of the subject matter of the relevant subjects. Where feasible, "bridge courses" will be offered to supplement knowledge that is lacking before a candidate is admitted to the relevant certificate courses.

Note

(i) Introductory Course

In the case of apprentices who are indentured while their qualifications do not measure up to the prescribed minimum requirements, it is recommended that such apprentices follow the Introductory Course.

There will be no national examinations or certificates and only internal promotion examinations will be conducted. During the course attention will be paid

e.g. to the following: Proficiency in the languages, calculations, drawing and trade knowledge.

(ii) Structure of the courses

Although the NTC I (N1), NTC II (N2) and NTC III (N3) certificates will be awarded on a minimum of three subjects, it is expected that the apprentices attending block release classes must study at least four of the subjects available for each course. Technical colleges and technical institutes will advise students at the time of enrolment on how to select subjects to the best advantage for possible future studies. The Department of National Education also assists with the compiling of courses. In their turn employers will advise their apprentices of their conditions of employment as influenced by achievement of academic qualifications.

The following is an example of the structure of theory courses in the mechanical and electrical trades:

NTC 1

Mathematics
Applied Science
Technical Drawing
Trade Theory

NTC 2

Mathematics
Applied Science
Technical Drawing
Trade Theory

NTC 3

Mathematics
Engineering Science
Engineering Drawing OR Electronics
Trade Theory

Note: At the N2 and N3 levels students in the mechanical field will take Technical Drawing or Engineering Drawing, while students for the electrical trades will take Electronics.

F. TRAINING OPPORTUNITIES AT THE TERTIARY LEVEL

Although the aim of this book is to bring to the attention training at the pre-tertiary level, it would be appropriate to indicate the opportunity for artisans/apprentices to further their studies at tertiary level. This will provide a comprehensive picture of the N courses (N1 to N6).

The advanced N stream courses (N4, N5, N6 and NTD)

These courses (NTC 4, NTC 5 and NTC 6) are intended for students who have an NTC 3, who are active in a technical field and who wish to continue their studies at tertiary level, but other candidates are not excluded from the courses. One requirement, however, is that the candidate's training and/or field of work must have a bearing on the field in which he wishes to study.

No demarcated fields of study with strict subject choices are prescribed, although provision is made for training in the building, structural, electrical, mechanical and telecommunications fields.

Admission requirements: For admission to the course for NTC 4, an NTC 3 or equivalent qualification such as a Senior Certificate (technical stream) is required in which at least three subjects (e.g. Mathematics, Drawing and Science)

have a bearing on the subjects that the candidate chooses for the NTC 4 course. So, too, is an NTC 4 required for admission to NTC 5, and an NTC 5 required for admission to NTC 6, with due consideration to the requirements for subjects to which this applies.

Nature and duration of the courses: Curricula for NTC 4, NTC 5 and NTC 6 are compiled from the approved list of subjects. This is done by the candidate in collaboration with the training institution and the employer. The courses are offered at technical colleges through part-time study, full-time group courses and at Technikon RSA through correspondence. (These courses are not offered at the residential technikons.)

The various certificates (NTC 4, NTC 5 and NTC 6) can be obtained if the candidate passes three subjects with at least 40 % in all the subjects without a year mark.

The following are examples of popular subject packages which can be taken in electrical and mechanical trades:

(a) Electrical trades

N4	N5	N6
Electronics OR Industrial Electronics	Electronics OR Industrial Electronics	Electronics OR Industrial Electronics
Electrotechnics	Electrotechnics	Electrotechnics
Engineering Science	Strength of Materials and Structures	Strength of Materials and Structures
Mathematics	Mathematics OR Power Machines OR Mechanotechnics N4	Control Systems OR Power Machines

(b) Mechanical trades

N4	N5	N6
Mechanical Drawing and Design	Mechanical Drawing and Design	Mechanical Drawing and Design
Mechanotechnics	Mechanotechnics	Mechanotechnics
Engineering Science	Strength of Materials and Structures	Strength of Materials and Structures
Mathematics	Power Machines OR Electrotechnics N4 OR Mathematics	Power Machines OR Electrotechnics N5

National Technical Diploma (NTD)

The award of the NTD is subject to the following requirements:

- A minimum of twelve tertiary subject successes, with at least three subject successes in each of the levels NTC 4, 5 and 6 but a maximum of five NTC 4 subjects are permitted;
- at least two NTC 6 subjects with a bearing on the candidate's field of work; and
- the completion of three years of tertiary study including at least two years' suitable practical training/experience.

Change-over from N course to T course

An apprentice/artisan who has obtained any of the National Technical Certificates or the National Technical Diploma may change over to the courses for the National Diplomas after discussing the matter with the technikon where he wishes to continue his studies.

Note: More information on the training of technicians and technologists (T level courses) with a view to obtaining the National Diploma, the National Higher Diploma, the National Diploma in Technology and the National Laureatus in Technology, is contained in the HSRC publication *Tertiary training outside universities and career opportunities*. Information is also available from any technikon or the Department of National Education.

List of approved subjects for N4, N5, N6 and NTD

Aircraft Instruments N4, N5, N6
Aircraft Technology N4
Avionic Computer Principles N4, N5, N6
Building Administration N4, N5, N6
Building and Structural Construction N4, N5, N6
Building and Structural Surveying N4, N5, N6
Communication N4
Communication Electronics N4, N5, N6
Control Systems N6
Digital Electronics N4, N5, N6
Electronics N4, N5, N6
Electrotechnics N4, N5, N6
Engineering Physics N5, N6
Engineering Science N4
Fault Finding and Protective Devices N4, N5, N6
Fluid Mechanics N5, N6
Industrial Affairs N4, N5, N6
Industrial Electronics N4, N5, N6
Industrial Instruments N4, N5, N6
Internal Combustion Engines N5, N6
Logic Systems N4, N5, N6
Machines and Properties of Metals N4
Mathematics N4, N5, N6
Measurements (Telecom) N6
Mechanical Drawing and Design N4, N5, N6
Mechanotechnics N4, N5, N6
Mechanotechnology N4
Missiles N4, N5, N6
Motor Vehicle Science N4
Outdoor Plant N5
Photo Technology N4, N5, N6
Plating and Structural Steel Design N4
Power Machines N5, N6
Power (Telecom) N6
Principles of Electricity (Telecom) N4
Quantity Surveying N4, N5, N6
Radar Systems N4, N5, N6
Radar Technology N4, N5, N6
Refrigeration, Air Conditioning and Ventilation N4, N5, N6
Strength of Materials and Structures N5, N6
Subscriber's Plant N5
Supervision N4, N5, N6
Switching N6
Telecommunication Principles N4, N5
Transmission N6

G. CERTIFICATE OF COMPETENCY AS AN ENGINEER

The N courses, like the T courses, can provide admission to the qualifying examinations for the Certificate of Competency as an Engineer for mines and works or for factories.

The minimum requirements for admission as a candidate for the final examinations in electrical and mechanical engineering, are as follows:

(i) T courses

ELECTRICAL

Electrical Engineering T1
Electrical Engineering (h.c.) T2, T3, T4
Electrical Machines T2, T3, T4
Electronics T1, T2
Engineering Mathematics T1
Engineering Mechanics T1
Industrial Electronics T3
Machine Drawing T1
Mechanical Technology T2, T3
Strength of Materials T2, T3, T4

MECHANICAL

Applied Thermodynamics T2, T3, T4
Electrical Engineering T1
Electrotechnology (M) T2, T3
Engineering Mathematics T1
Engineering Mechanics T1
Fluid Mechanics T3, T4
Hydraulic Control Systems T2
Machine Drawing T1
Mechanics of Machines T2, T3, T4
Strength of Materials T2, T3, T4

CONVERSION COURSES

Electrical to Mechanical	Mechanical to Electrical
Applied Thermodynamics T3, T4	Electrical Engineering (h.c.) T3, T4
Fluid Mechanics T3, T4	Electrical Machines T3, T4

(ii) N courses

ELECTRICAL	MECHANICAL
N3 Electrotechnology N3	Engineering Drawing N3
Engineering Drawing N3	Engineering Science N3
Engineering Science N3	Mathematics N3
Mathematics N3	Mechanotechnology N3
N4 Electrotechnics N4	
Machines and Properties of Metals N4	
Mechanotechnics N4	
Mathematics N4	
N5 Electrotechnics N5	
Power Machines N5	
Mechanotechnics N5	
Strength of Materials and Structures N5	
N6 Control Systems N6	Control Systems N6
Electrotechnics N6	Power Machines N6
Power Machines N6	Mechanotechnics N6
Mechanotechnics N6	Strength of Materials and Structures N6

CONVERSION COURSES

Electrical to Mechanical	Mechanical to Electrical
Strength of Materials and Structures N6	Electrotechnics N6

Note: The above-mentioned subjects must be passed with at least 50 %.

H. DESIGNATED AND NON-DESIGNATED TRADES

A designated trade is a trade which has been designed (specified) by the Minister of Manpower on the recommendation of a manpower training committee and the National Training Board. There are approximately 220 designated trades in 19 recognized industries.

A non-designated trade is therefore a trade which has not been designated in terms of the Manpower Training Act, 1981. It is however, possible for an employer and an employee to enter into a common law contract in a non-designated trade, such as watchmaker. Such contracts may be lodged with the Department of Manpower for noting. There is no provision for qualifying trade tests to be undergone during the period of such contracts. Artisan status is normally granted after the period of apprenticeship agreed upon has been completed.

It is also possible to be trained as a learner in terms of various industrial council agreements and wage determinations. Trainees trained in this way may apply to the Registrar of Manpower Training to undergo a trade test. (Other examples of non-designated trades are those of miller, butcher, chef, baker and confectioner, of which some are discussed elsewhere in this book.)

I. INDUSTRIES AND DESIGNATED TRADES

The industries mentioned here have applied through the agency of their industrial councils to the Department of Manpower for manpower training committees. These committees function under the supervision of the Department and the provisions for the training of apprentices recommended by them for their particular industry, are approved by the Minister of Manpower. The industrial councils are consequently very much concerned with the training of apprentices and are also aware of any existing vacancies for apprentices.

Note

A list of registered employers' organisations and addresses is given on p. 120.

Addresses of the industrial councils appear on p. 135.

AEROSPACE INDUSTRY

Requirements: At least a Std 8 Certificate. Trades marked with an * require a Std 9 Certificate with Mathematics.

Period of apprenticeship: 4 years. Trades marked with ** require 3 years' apprenticeship.

Designated trades

Aircraft electrician
*Aircraft electronician
Aircraft engine fitter
Aircraft instrument mechanician
Aircraft maintenance mechanic
Aircraft radar mechanician
*Aircraft radar/radiotrician
Aircraft radio mechanician
Aircraft sheetmetal worker
**Aircraft spraypainter
**Aircraft welder
Airframe fitter
Carpenter
Electrician
Electronics mechanician
**Electroplater
Fitter (light armament)
Fitter and turner
Fitter (including machining)
Machine tool setter
Millwright (electro-mechanician)
Patternmaker
Plater
Plastics and fibreglass worker
Tool and jigmaker
Turner (including machining)

Further information can be obtained from -

The Personnel Manager
Atlas Aircraft Corporation
of South Africa
P.O. Box 11
Kempton Park
1620

The Director (Personnel)
Administration Building
SA Airways
Jan Smuts Airport
1627

The Chief of Staff
Personnel
SA Defence Force
Private Bag X159
Pretoria
0001

AUTOMOBILE MANUFACTURING INDUSTRY

PORT ELIZABETH AND UITENHAGE

Requirements: At least a Std 7 Certificate and 16 years of age.

Period of apprenticeship: 5 years.

Designated trades

Automotive electrician
Automotive machinist and fitter
Die and press toolmaker
Die model maker
Electrician
Electronics mechanician

Fitter and turner
Machine fitter (including hydraulics)
Motor mechanic
Patternmaker
Tool and jigmaker
Turner (including machining)
Welder

Further information can be obtained from the Industrial Council for the Automobile Manufacturing Industry, P.O. Box 2221, Port Elizabeth 6000.

BUILDING INDUSTRY

Requirements: At least a Std 7 Certificate.

Period of apprenticeship: 3 years, except for electrician (construction) whose training extends over 4 years.

Designated trades

Bricklayer
Bricklayer and plasterer
Carpenter
Carpenter and joiner
Electrician (construction)
Joiner
Painter and decorator
Plasterer
Plumber
Shopfitter
Signwriter
Stone mason
Wall and floor tiler
Woodmachinist

Further information can be obtained from The Manager, Building Industries Federation (South Africa) (BIFSA), P.O. Box 11359, Johannesburg 2000.

COAL MINING INDUSTRY

Requirements: At least a Std 7 Certificate.

Period of apprenticeship: 4 years.

Designated trades

Electrician
Fitter and turner
Plater (Boilermaker)

Further information can be obtained from the -

Chamber of Mines of SA
P.O. Box 809
Johannesburg
2000

Natal Coal Owners' Society
P.O. Box 281
Durban
4000

DIAMOND CUTTING INDUSTRY

Requirements: At least a Std 8 Certificate.

Period of apprenticeship: 5 years.

Designated trades

Diamond brillianteer
Diamond crossworker
Diamond cutter
Diamond sawyer

Further information can be obtained from The Master Diamond Cutters' Association, 510 Diamond Exchange Building, P.O. Box 9478, 85 De Villiers Street, Johannesburg 2000/2001.

ELECTRICITY SUPPLY UNDERTAKING

Requirements: At least a Std 7 Certificate.

Period of apprenticeship: 4 years. Trades marked with an * require 3 year's apprenticeship.

Designated trades

Automotive electrician
Blacksmith
*Bricklayer
*Bricklayer (refractory)
*Carpenter and joiner
Diesel mechanic
Electrician
Fitter and turner
Instrument mechanician (industrial)
Motor mechanic
*Painter and decorator
Patternmaker
Plater (boilermaker)
*Plumber
*Rigger
Welder

Further information can be obtained from -

Electricity Supply Commission (Escom), P.O. Box 1091 Johannesburg 2000;
Department of Posts and Telecommunications, Private Bag X148, Pretoria 0001.

EXPLOSIVES AND ALLIED INDUSTRIES

Requirements: At least a Std 7 Certificate.

Period of apprenticeship: 4 years. The trade of rigger requires 3 years' apprenticeship.

Designated trades

Blacksmith
Boilermaker
Boilermaker/welder
Bricklayer (refractory and/or chemical)
Chemical plumber (including sheet-metal working)
Diesel mechanic
Electrician
Fitter and turner
Fitter (including machining)
Instrument mechanician (process control systems)
Painter
Rigger
Turner (including machining)
Welder
Woodmachinist
Woodworker (carpentry and joinery)

Further information can be obtained from the industrial council concerned.

FURNITURE INDUSTRY

Requirements: At least a Std 7 Certificate. The minimum requirement for the East London and Natal regions is a Std 6 Certificate. The Transvaal region requires a Std 8 Certificate for the trade of furniture maker.

Period of apprenticeship: 4 years. Trades marked with an * require 3 years' apprenticeship.

Designated trades

Orange Free State

Cabinetmaker (including veneering)
Framemaker (including chairmaking)
Furniture machinist
Furniture polisher
Upholsterer
Woodcarver (hand)

East London

Cabinetmaker (including chairmaking and framemaking)
Furniture polisher
Furniture wood machinist
Upholsterer
Veneerer
Woodcarver (hand)

Port Elizabeth

Cabinetmaker
Framemaker (including chairmaking)
Furniture machinist
Furniture polisher
Upholsterer
Woodcarver (hand)

Cape Division

Cabinetmaker
Framemaker (including chairmaking)
Furniture machinist
Furniture polisher
Saw doctor
Upholsterer
Veneerer
Woodcarver

Natal

Cabinetmaker (including veneering)
Framemaker (including the making of frames for chairs requiring upholstery)
Furniture machinist
Furniture polisher
Upholsterer
Woodcarver (hand)

Transvaal

*Cabinetmaker
*Framemaker (including chairmaking)
*Furniture machinist
Furniture maker
*Furniture polisher
*Upholsterer
*Woodcarver (hand)

Further information can be obtained from -

The National Union of Furniture and Allied Workers of SA
P.O. Box 2040
Johannesburg
2000

Furniture Industries Training Board
Furniture Centre
c/o Mooi and Jeppe Streets
Johannesburg
2001

GOVERNMENT UNDERTAKINGS

Requirements: At least a Std 7 Certificate.

Period of apprenticeship: 4 years. Trades marked with an * require 3 years' apprenticeship and those marked with ** require 5 years' apprenticeship.

Designated trades

Armament fitter
Automotive electrician
Automotive machinist and fitter
Blacksmith
*Bricklayer
*Carpenter
Carpenter and joiner
Construction plant mechanic
Coppersmith
Diesel fitter
Diesel mechanic
Die sinker and engraver
**Electrical fitter
**Electrical wireman
**Electrician
**Electronics mechanician
Fitter and turner
Fitter (including machining)
**Instrumentmaker
**Instrument mechanician
*Joiner
Machine and tool setter
Marine fitter
Marine pipe fitter
**Millwright (electromechanical)
Motor mechanic
Moulder
*Painter and decorator
Panelbeater (including spraypainting)
Patternmaker
*Plasterer
Plater
Plater/boilermaker
Plater (including welding)
Plumber
**Radio and television mechanician

**Radiotrician (audio)
**Radiotrician (communication)
Refrigeration mechanician
Rigger
Sailmaker and upholsterer
Sheetmetal worker
Shipbuilder
Shopfitter (wood)
*Signwriter
Tool and jigmaker
Turner (including machining)
Welder

Further information can be obtained from The Office of the Commission for Administration, Private Bag X121, Pretoria 0001.

HAIRDRESSING INDUSTRY

CAPE, EAST LONDON, DURBAN, SOUTHERN AND WESTERN TRANSVAAL, BLOEMFONTEIN AND PRETORIA

Requirements: At least a Std 8 Certificate.

Period of apprenticeship: 3 years.

PORT ELIZABETH

Requirements: At least a Std 7 Certificate.

Period of apprenticeship: 3 years.

Designated trades

Gentlemen's hairdresser
Ladies' hairdresser

Further information can be obtained from hairdressing salons, technical colleges as well as from the South African Hairdressers' and Cosmetologists' Association, P.O. Box 1201, Johannesburg 2000. See also p. 106.

JEWELLERS' AND GOLDSMITHS' INDUSTRY

Requirements: At least a Std 7 Certificate and at least 16 years of age.

Period of apprenticeship: 4 years. Trades marked with an * require 5 years' apprenticeship and those marked with ** require 3 years' apprenticeship.

Designated trades

Cape

Diamond and jewel setter (excluding marcasite setting)
Engraver
*Precious metal worker and mounter (including diamond mounting but excluding marcasite working)

Witwatersrand

Diamond and jewel setter
Engraver
**Mounter and precious metal worker
*Precious metal worker and mounter (including diamond mounting)

Further information can be obtained from -

Transvaal Jewellery Manufacturers' Association
616 Fanora House
61 Rissik Street
Johannesburg
2001

Cape Jewellery Manufacturers' Association
P.O. Box 1536
Cape Town
8000

Association of Imitation Jewellery Manufacturers of South Africa
P.O. Box 4581
Johannesburg
2000

Natal European Jewellery Manufacturers' Association
P.O. Box 3072
Durban
4000

LOCAL AUTHORITY UNDERTAKING, NORTHERN TRANSVAAL

Requirements: At least a Std 8 Certificate and 16 years of age.

Period of apprenticeship: 4 years.

Designated trades

Auto body repairer
Automotive electrician
Carpenter and joiner
Diesel mechanic
Electrician
Fitter
Fitter and turner
Motor mechanic
Plumber
Welder

Further information can be obtained from the employers' organisations concerned.

METAL INDUSTRY

Requirements: A Std 7 Certificate.

Period of apprenticeship: 3 years. The period of apprenticeship of an apprentice (other than an apprentice instrument mechanician (industrial instrumentation and process control) or millwright (electro-mechanician)) who fails a qualifying trade test at the end of his third year of apprenticeship, shall be extended by 12 months. The period of apprenticeship for the two aforementioned trades is 4 years.

Designated trades

Architectural metalworker
Armature winder
Automotive machinist and fitter
Blacksmith
Boatbuilder and shipwright (wood)
Bricklayer (refractory)
Carpenter
Coppersmith
Diesel fitter
Die sinker and engraver
Domestic appliances mechanic
Domestic radio serviceman
Earth-moving equipment mechanic
Electrician
Electrician (construction)
Electrician (engineering)
Electronics mechanician
Electroplater
Fitter
Fitter and turner
Instrument mechanician (industrial instrumentation and process control)
Lift mechanic
Millwright (electro-mechanician)
Motor mechanic
Moulder
Outboard/inboard engine mechanic
Patternmaker
Plater
Plater/boilermaker
Plumber
Radio and television mechanician
Radio communication serviceman
Refrigeration mechanic (commercial)
Rigger
Roll tool and template maker
Roll turner
Scale fitter
Sheetmetal worker
Telecommunication electrician
Telecommunication mechanician
Tool, jig and die maker
Tractor mechanic
Turner
Vehicle body builder (composite)
Vehicle body builder (metal)
Welder

Further information can be obtained from -

Steel and Engineering Industries Federation of SA (SEIFSA)
P.O. Box 1338
Johannesburg
2000

Murray and Roberts Engineering (Pty) Ltd
P.O. Box 8147
Elandsfontein
1406

The Chief Training Officer
Schindler Lifts (SA) (Pty) Ltd
P.O. Box 3615
Johannesburg
2000

The Personnel Officer - Manpower
Otis Elevator Company Ltd
P.O. Box 2729
Johannesburg
2000

MINING INDUSTRY

Requirements: At least a Std 7 Certificate and 16 years of age. The minimum age for the trade rigger and ropeman is 18 years.

Period of apprenticeship: 4 years. The trade rigger and ropeman requires 3 years' apprenticeship.

Designated trades

Blacksmith
Bricklayer
Carpenter
Carpenter and joiner
Diesel mechanic
Electrician
Fitter (including machining)
Fitter and turner
Instrument mechanician (industrial)
Motor mechanic
Moulder
Painter and decorator
Patternmaker
Plater
Plater (boilermaker)
Plumber
Rigger and ropeman
Sheetmetal worker
Welder

Further information can be obtained from the Chamber of Mines of SA, P.O. Box 809, Johannesburg 2000.

MOTOR INDUSTRY

Requirements: At least a Std 8 Certificate. Trades marked with an * require a Std 7 Certificate.

Period of apprenticeship: 4 years. Trades marked with a ø require 3 years' apprenticeship.

Designated trades

*Automotive body repairer
Automotive electrician
Automotive engine fitter
Automotive machinist
ø*Automotive trimmer
Diesel mechanic
Fitter and turner
øFuel injection pump mechanic
*Motor cycle and scooter mechanic
Motor mechanic
ø*Spraypainter
Tool, jig and die-maker
Tractor and agricultural machinery mechanic
Tractor mechanic
*Vehicle body builder

Further information can be obtained from -

The President
Motor Industries Federation
P.O. Box 5405
Johannesburg
2000

The Director
Institute of the Motor Industry
P.O. Box 26221
Arcadia
Pretoria
0007

The General Secretary
SA Motor Industry Employers' Association
P.O. Box 26231
Arcadia
Pretoria
0007

PRINTING INDUSTRY

Requirements: At least 16 years of age and a Std 7 Certificate. Trades marked with an * require a Std 8 Certificate.

Period of apprenticeship: 4 years.

Designated trades

Bookbinder
Bookbinder/ruler
Carton maker
*Composer
*Composer (including machine minding)
*Continuous stationery machine minder
Corrugated board and container machine minder
Engraver and die sinker
*Gravure machine minder
Letterpress machine minder
*Lithographer
Machine minder (including composing)
Machine minder (packaging)
*Monotype caster minder mechanic
*Photogravure engraver
*Photo-lithographer
*Printers' electrician
*Printers' mechanic
Printers' warehousing (including cutting)
*Process engraver
Rotary letterpress machine minder
*Rotary offset machine minder
Ruler
Stationery and envelope machine adjuster
Stereotyper

Further information can be obtained from the larger printing houses in all four provinces; the Government Printer, Private Bag X85, Pretoria 0001; the SA Printers and Allied Industries Federation, P.O. Box 1200, Johannesburg 2000; and the SA Typographical Union, 306 Satu House, Visagie Street, Pretoria 0002.

SOUTH AFRICAN TRANSPORT SERVICES

Requirements: At least a Std 7 Certificate and 16 years of age.

Period of apprenticeship: 4 years.

Designated trades

Aircraft electrician
Aircraft instrument mechanic
Aircraft mechanic
Aircraft metalworker
Aircraft radiotrician
Blacksmith
Boilermaker
Bricklayer
Carpenter
Carriage and wagon fitter
Communications radiotrician
Construction plant mechanic
Diesel electrical fitter
Electrical fitter (electrical motive power)
Electrician
Electrician (armature winding)
Electrician (signals)
Electrician (telecommunications)
Electroplater
Fitter
Instrument mechanician
Machinist (wood)
Millwright
Motor mechanic
Motor vehicle body builder
Moulder
Painter
Patternmaker

Plastics and fibreglass worker
Plumber
Rigger
Scales fitter
Sheetmetal worker
Shipwright
Toolmaker
Trimmer
Turner and machinist
Vehicle builder
Welder

Further information can be obtained from The SA Transport Services, Paul Kruger Building, Wolmarans Street, Johannesburg 2001. See also p. 54.

SUGAR MANUFACTURING AND REFINING INDUSTRY

Requirements: At least a Std 7 Certificate.

Period of apprenticeship: 4 years. The trade instrument mechanician (industrial) requires 5 years' apprenticeship.

Designated trades

Automotive electrician
Blacksmith
Bricklayer and plasterer
Carpenter
Diesel fitter
Diesel mechanic
Electrician
Electronics mechanician
Fitter (including machining)
Instrument mechanician (industrial)
Motor mechanic
Moulder
Plater/boilermaker
Radio communications serviceman
Turner (including machining)
Welder

Further information can be obtained from The Sugar Manufacturing and Refining Employers' Association, P.O. Box 2278, Durban 4000.

TYRE AND RUBBER MANUFACTURING INDUSTRY, PORT ELIZABETH, UITENHAGE AND BRITS

Requirements: At least 16 years of age and a Std 7 Certificate or passes in Afrikaans, English, Mathematics or Science, and at least one other subject at Std 7 level.

Period of apprenticeship: 3 years.

Designated trades

Electrician (engineering)
Fitter and turner
Instrument mechanician (industrial instrumentation and process control)
Machine fitter (including hydraulics and pneumatics)
Pipe fitter
Welder

Further information can be obtained from -

Tyre Cord, Belting, Duck and Allied Products Manufacturers' Association, P.O. Box 3382, Johannesburg 2000

J. NON-DESIGNATED TRADES

There is a limited number of trades in this industrial sector. Some of the trades that existed previously have either changed or become redundant as a result of the process of gradual automation.

Candidates are trained according to the pattern of apprenticeship training, but they do not fall under the jurisdiction of the Manpower Training Act. Private contracts are usually concluded with the employers concerned in collaboration with the Department of Manpower. (See also p. 13.)

The following are examples of the training for non-designated trades:

BAKER AND CONFECTIONER

Requirements: No particular requirements for admission.

Training: No theoretical training or written examination is required. After the trial period (1-3 months) follows a period of five years' in-service training at the end of which the candidate receives a certificate.

Further information can be obtained from bigger employers, as well as from the SA Chamber of Baking, P.O. Box 3211, Pretoria 0001.

BUTCHER AND BLOCKMAN

Requirements: At least a Std 7 Certificate.

Training: In-service training. To become a qualified blockman, the candidate also has to attend a ten week course at the Johannesburg Technical College. Next the blockman has to work for one year under contract with a qualified butcher to complete his practical training. At the end of this year he has to pass a practical test.

Further information can be obtained from the Butchers' Union in Johannesburg; the Industrial Councils for the Meat Industry in Pretoria, East London and the Witwatersrand; the Coloured Development Corporation in Cape Town, the Meat Board, as well as the Johannesburg Technical College.

COOK

Requirements: The hotel industry requires candidates to have a Std 8, a Std 9 or a Std 10 Certificate (Practical Course). The SA Defence Force, however, requires only a Std 8 Certificate.

Training: Three years' in-service training on the same basis as the training of apprentices. A trial period of three months is followed by the compulsory attendance of a group exemption course of six to eight months. The trainee enters into a contract with the hotel concerned and has to pass the examinations that are written yearly. A cook can be promoted to the position of chef (chief cook).

Further information can be obtained from -

The Hotel Board P.O. Box 26500 Arcadia 0007	The Catering School Private Bag X08 Pretoria West Pretoria 0001	The Secretary CASA P.O. Box 50363 Randburg 2125

The Hotel School of the Technikon Witwatersrand, the Landdrost Hotel School in Cape Town, the Sastri College and M.L. Sultan Technikon in Durban and the Hotel School Ga-Rankuwa, wil also assist with information on training for various occupations in the food industry.

MILLER

Requirements: At least a Std 8 Certificate.

Training: In-service training with a miller, coupled with a correspondence course of two years in grain milling technology from the Grain Milling Federation. After three years a trade test has to be written whereupon the candidate will receive a certificate from the Grain Milling Federation.

Further information can be obtained from millers, as well as from the Grain Milling Association, P.O. Box 8609, Johannesburg 2000.

K. TRAINING OF TRAINEES BY THE DEPARTMENT OF MANPOWER

Requirements: A candidate must be 21 years of age or older or must have completed his initial period of compulsory service in the Defence Force or in the Police Force. For the trades of electrician, electrician (construction) and millwright (electro-mechanician) a candidate must have a Std 7 Certificate. For all other trades a Std 6 Certificate is required. An acceptable medical certificate issued by the district surgeon, is also required.

Trades: Training is given in the following trades:

Carpenter and joiner
Diesel mechanic
Electrician/Electrician (construction)/ Millwright (electro-mechanician)
Fitter and turner
Motor mechanic
Panelbeater (including spraypainting)/ automotive body repairer
Plater/boilermaker
Plumber

Training period: Twelve months intensive training at a centre and 24 months in service with an approved employer.

(a) Candidates who have passed on the NTC II (N2) level in the theory of the trade in which they received training may take the qualifying trade test after 12 months' in-service training.

(b) Candidates who do not hold the qualifications mentioned in (a) may take the qualifying trade test after 18 months' in-service training.

Other information

(a) In order to enable candidates to obtain the qualification mentioned in (a) above or the complete NTC II (N2) and thus qualify sooner for a trade test, technical classes are offered by a centre after hours. The theoretical studies are not compulsory, but candidates are advised to attend the classes in their own interest.

(b) Provision is made by the State for travelling expenses (railway tickets) to and from a centre, to and from the trade test centre at Olifantsfontein, as well as for overalls, tools and an allowance during the apprenticeship at the centre. Candidates are remunerated by their employers according to prescribed minimum wages during their in-service training.

(c) Application forms and further information are obtainable from the nearest office of the Department of Manpower. See p. 142 for the list of addresses.

Training centres

- Westlake Vocational Training Centre near Cape Town and Vereeniging Vocational Training Centre, Vereeniging, for Whites
- Bellville Vocational Training Centre, at Kasselsvlei, Cape Town, for Coloureds
- Sastri College, Durban, for Indians
- A training centre for Black trainees will be established in the Transvaal in the near future.

CHAPTER III

CAREERS IN PUBLIC SERVICES

A. THE PUBLIC SERVICE

ARTISAN

Requirements: At least a Std 8 Certificate. A candidate has to undergo an aptitude test at the Department of Manpower to ensure that he enters the right trade.

Training: To qualify as an artisan, an apprenticeship has to be served and completed. (See Chapter II.) The period of apprenticeship is five years if the apprentice has a Std 8 Certificate and four years if he has a Senior Certificate.

Vocational service: A wide variety of trades may be practised in various Government departments. Among these trades there are a few that are more generally in demand, e.g. that of bricklayer, electrician, fitter and turner, joiner, motor mechanic, painter and plumber. (See p. 17.) Journeymen in the printing industry such as compositors, blockmakers, printers, bookbinders, proof-readers and machinists are employed and trained by the Government Printer. Apart from the above-mentioned journeymen, there are also blacksmiths, boilermakers, fitters, metalsmiths, radio technicians, riggers, toolmakers and welders who work in the various Government departments.

Artisans in the Public Service work a five-day week. The Departments employing artisans are Co-operation and Development, Environment Affairs and Fisheries, Community Development, Health and Welfare and Agriculture.

ARTISAN INSTRUCTOR

Requirements: A completed apprenticeship, or five years' appropriate experience plus a pass in a departmental test, or must have obtained the Trade Diploma issued by the Department of Manpower. Higher technical qualifications and experience in a training institution will be a recommendation.

The artisan instructor must also be able to communicate well with people and be able to put his knowledge across successfully.

Training: To ensure that they keep abreast of the latest developments in their field, artisan instructors occasionally attend short training courses offered by other bodies.

Vocational service: Artisan instructors in the service of the Department of Agriculture are employed mainly at agricultural colleges where they instruct students, prospective farmers and farm labourers. Students at agricultural colleges also take a course in agricultural engineering which is presented by the artisan instructor. Artisan instructors also give instruction at the short courses which are offered to farmers and farm labourers at the agricultural colleges during the holidays. The courses deal mainly with the maintenance of tractors, lorries, combines as well as with minor repair jobs. They are also responsible for the maintenance of workshops, buildings and implements at the agricultural college and experimental farms in the vicinity.

BUILDING CLERK

Requirements: Std 8 Certificate.

Training: In-service training supplemented by manuals and codes of practice and group discussions.

Vocational service: The State undertakes building projects to the value of millions of rands. Any building project entails a great deal of clerical work. One of the persons performing this function is the building clerk in the Department of Community Development. The work is varied and is concerned mainly with the material control system and certain matters regarding departmental workshop staff. The duties include, inter alia, the following: the opening of duty files; the distribution of work orders; the completion of stock requisitions; establishing prices of materials; the issue of rail warrants and bus tickets to workshop staff; and control of the use of Government vehicles. Building clerks perform their duties in offices situated at the various workshops of the Department.

CLERICAL ASSISTANT

Requirements: At least a Std 8 Certificate. Although qualifications in Typewriting, Shorthand, Bookkeeping and commercial training are not prerequisites for appointment, they are nevertheless desirable.

Training: Newcomers are trained in the work situation by experienced senior workers. In due course they attend an induction course arranged by their departments.

Machine operators receive intensive in-service training in the operation and handling of the various machines. Short courses offered by the firms which supply the machines, are attended during office hours. For programmers there is a specialized course at the Commission for Administration which may be attended by selected candidates.

The following diploma courses can also be followed at technikons by those clerical assistants who hold a Senior Certificate:

. National Diploma in Public Administration
. National Diploma in State Accounts and Finance
. National Diploma in Cost Accounting
. National Diploma in Electronic Data Processing and System Analysis

See Tertiary Training for further particulars regarding these courses.

Vocational service: Owing to the differences in the aims and functions of the various Government departments the work of clerical assistants is of a varied nature. They perform duties in registry and financial divisions, act as correspondence clerks and machine operators and are also considered for special posts.

Registry division: The clerical assistant performs activities such as the opening, entry and distribution of incoming post, the dispatching of outgoing letters and the filing of correspondence.

Financial division: The clerical assistant works with various books such as cashbooks, journals, ledgers, subsidiary books or personal ledgers and item registers. She also writes out receipts and cheques and undertakes the checking of wage sheets.

Correspondence and related work: In every department a considerable amount of correspondence is conducted with other departments and also with private persons and organisations. Some of the correspondence is undertaken by clerical assistants. This includes, inter alia, the answering of letters, as well as the writing of letters to obtain information. In some departments the clerical assistants are responsible for the regular dispatch of printed letters requesting certain data. The more experienced clerical assistants are expected to take minutes during meetings. The clerical assistant also has other duties such as keeping a variety of registers and card systems up to date, the circulation of circular minutes, the ordering of stationery, etc.

Machine Operator: Many Government departments have machine rooms where clerical assistants act as machine operators and attend to punching machines, calculating machines, tabulators, grading machines, adding machines, etc.

Special posts: Nearly every department has one or more experienced clerical assistants who accompany the Parliamentary Section from Pretoria to Cape Town each year as Parliamentary Assistants for the duration of the parliamentary session. There are also posts for clerical assistants at a number of embassies and legations abroad.

CUSTOMS OFFICER/OUTDOOR OFFICER/PASSPORT CONTROL OFFICER

Requirements: A Std 8 Certificate. The candidate must be at least 18 years. In the departments where the officer must necessarily use a motor car, a valid driver's licence is essential. A good knowledge of the two official languages is important and in the case of a passport control officer, a knowledge of foreign languages will be a recommendation. To be able to carry out the duties of an outdoor officer efficiently in the Department of Agriculture a knowledge of farming is essential.

Training: The Department of Agriculture offers an intensive training course of four to six weeks at head office in Pretoria, followed by in-service training in the various areas. In the other departments no formal or specific training course is offered. The outdoor officers are given effective in-service training by senior officers.

Vocational service: No country can be administered solely from an office. Officers in the field are essential, since they act as the antennae of departments in the community served. The customs officer, the outdoor officer and the passport control officer serve as direct links between the department concerned and the public affected by the service rendered by that department.

They are employed in the following Government departments:

Department of Agriculture

- Financial Assistance Branch

This Branch of the Department controls the granting and administration of loans to farmers and is also responsible for the purchase of State land on behalf of departments and for supervision and control of such land.

Several local offices exist in the Republic from which outdoor officers control their various operation areas. Their duties consist, inter alia, of the following:

. Local control of State security

. Local investigation and evaluation of debtors' financial positions

. Physical locating of debtors

. Attending court cases to give or obtain evidence

. Performing clerical duties and maintaining the standard office system at stations.

Department of Community Development

The duties of an outdoor officer in this department involve resettlement, letting, the collection of moneys payable, socio-economic surveys, deeds work and permit investigations.

Department of Finance

- Directorate Customs and Excise

Customs control entails not only the collection of the duties owing, but also measures to prevent the importation into the country of harmful and undesirable goods.

- Directorate Inland Revenue

In broad outline, the duties of the outdoor officer amount to the following:

. Tracing of taxpayers who have failed to notify the Department of their change of address

. Visits to places of entertainment where admission is paid in order to determine whether cinematograph tax is paid

. Attendance at court as the department's representative at criminal trials involving tax matters

. Serving of summonses in cases where prosecution takes place for an offence in terms of the Income Tax Act, 1962 (Act 58 of 1962), or the Income Tax Ordinance, 1974 (Ordinance 5 of 1974).

. Any other duties entrusted to him and requiring a personal visit to a place or a taxpayer.

Department of Internal Affairs

The primary duty of the passport control officer is to ensure that persons applying at the posts of entry to the Republic for admission to or departure from the country, comply with the statutory and other requirements applicable. One of his major duties is to ensure that no undesirable or prohibited person is allowed into the country and that no one enters or leaves the country illegally.

Because of the nature of his activities he is in constant touch with visitors from abroad, and since he is one of the first South Africans with whom they come into contact, it is extremely important that his manner and bearing should make a favourable impression.

DRAUGHTSMAN ASSISTANT

Requirements: At least a Std 8 Certificate. Some departments require the candidate to prove his/her suitability for the post by tracing simple maps.

Training: All training is given by draughtsmen during office hours. The assistant is instructed in the use and care of drawing instruments, the use of printing and in the more complicated work such as the tracing of plans and maps. The draughtsman assistant can qualify through further study for the post of draughtsman or technician.

Vocational service: Drawing work is normally done in two phases. The drawing is first done in pencil, usually by a draughtsman, and then it is traced in ink. The draughtsman assistant is particularly concerned with the second phase.

The colouring of plans or maps and lettering, both freehand and with stencil and ink are part of his/her duties.

The duties of the draughtsman assistant in the various Government departments and Administrations are as follows:

- Department of Agriculture

. Tracing of maps in ink

. Tracing of maps according to the Scribing Method

. Colouring of maps

. Compilation of maps from aerial photographs using photogrammetric machines

. Digitising of contours on maps

. Ammendments to existing maps.

- Department of Community Development

. Tracing of architectural drawings and town planning maps

. Tracing of mechanical engineering drawings, e.g. for air conditioning, etc.

. Using "Varityper" typewriters for adding notes and measurements on drawings

. Filing of plans and related documents

. Preparation of detailed and simple plans of engineers' and architects' sketches and surveying books

. Inserting services on drawings according to pencil sketches

. Tracing of electrical layouts and drawings for switchboards, distribution systems, lights, watch, power point and socket installations, generator rooms, etc.

. Colouring of drawn plans.

- Department of Co-operation and Development

. Tracing of drawings and designs relating to agricultural and engineering services

. Tracing of building plans

. Colouring of maps showing Black states and agricultural planning projects

. Drawing of designs of electrical structures

. Drafting of consolidation maps of ethnic groups

. Noting of land purchases for Black state areas on maps

. Drawing of maces, national coats of arms, flags and sport and recreation designs for the various regional authorities

. Rendering of citations, messages from ministers, organisation schemes for Black states and monthly agricultural newsletters in decorative lettering.

. Use of "Varityper" typewriters for adding notes and measurements of drawings

. Filing of plans, micros and aerial photographs.

- Department of Environment Affairs and Fisheries

. Tracing of plans of irrigation schemes, dams and pipelines

. Preparation of plans and dam basins

. Tracing of plantation maps

. Tracing of drawings needed for electricity tender purposes

. Tracing of drawings of buildings and site plans for housing schemes

. Use of "Varityper" typewriters for adding notes and measurements to plans

. Colouring and filing of plans

. Drawing of graphs, diagrams and general sketches for publications, including the design of covers.

- Central Statistical Services

. Drawing of graphs for reports and news items

. Drawing of diagrams

. Stencilling

. Amendments to maps

. Designing of report covers.

- Department of Transport

. Tracing of general plans, large and small scale survey plans and proclamation sketches

. Colouring and preparation of plans for meetings

. Transferring information from one plan to another on a different scale

. Registration and filing of plans, planning reports, contract books and aerial photograps

. Stencil work on plans and title blocks

. Plotting of survey plans on visual key plans.

- The Provincial Administrations of the Transvaal, Natal, Orange Free State and the Cape of Good Hope

. Drafting of contour plans under supervision of and in collaboration with the chief draughtsman and chief surveyor

. Tracing of various types of plans, e.g. of roads and road building equipment, architectural plans

. Drafting of less complicated drawings and maps from sketches, compilations and aerial photographs

. Stencilling

. Enlarging or reducing plans

. Inserting services on drawings, e.g. wiring diagrams

. Filing of plans

. Colouring of alternative proposals on plans

. Annotations on and amendments to plans.

FARM ASSISTANT

Requirements: At least a Std 6 Certificate and must be older than 19 years. A farming background is a strong recommendation.

Training: In-service training from experienced farm foremen.

Vocational service: On the farms of the Department of Agriculture and the Department of Health and Welfare the farm assistant helps other workers on the farm in the performance of their duties.

His duties include the following:

. Supervision in the absence of the foreman of the work being done

. Assistance with ploughing, planting and harvesting

. Care of animals

. Maintenance of implements.

Farm assistants on the farms of the Department of Health and Welfare must be able to work alongside the patients who are receiving therapeutic treatment on the farms. Official housing is usually provided for the farm assistant on the farm where he works.

FARM FOREMAN

Requirements: Must have extensive experience of farming.

Training: In-service training. The Training Section of the Commission for Administration assists the Transvaal Region from time to time in the presentation of farm managers' courses which are also attended by senior farm foremen.

Vocational service: The farms of the Department of Agriculture and the Department of Health and Welfare require daily maintenance and general management. This is the important duty of the farm foreman.

Farm foremen employed by the Department of Health and Welfare work on settlements for the needy aged in the Warrenton, Knysna and Brits districts. They assist the settlers in farming matters and general maintenance work.

In the Department of Agriculture farm foremen work mainly on experimental farms with resident research teams. They plan and organise White and Non-White labour on the farm and supervise the jobs that have to be done. They must organise the preparation of the fields for the planting of crops, the cultivation and the harvesting. They are also responsible for the maintenance of implements and machinery and the careful handling and maintenance of irrigation equipment. The farm foreman is also responsible for the care of the livestock. He must dose the animals regularly against parasites and immunise them against diseases. He is also responsible for the research staff's quarters.

Farm foremen on the experimental farms and settlements are provided with official living quarters.

Farm foremen who are employed by the Department of Agriculture, who render meritorious work and who have a Std 8 Certificate or equivalent and several years of appropriate experience, may be promoted to technicians.

In the Department of Health and Welfare a farm foreman can progress to farm manager.

FINGERPRINT OFFICER

Requirements: Std 8 Certificate. Officers must have excellent eyesight to be able to analyse fingerprints.

Training: Prospective fingerprint officers are trained intensively at the Training School of the Identification Section. The training includes theoretical training on how to distinguish between different pattern types by means of definitions, how to do ridge-counting and ridge-tracing, and how to allocate alphabetical and numerical symbols to the findings. After the fingerprint officers have passed a theory test they undergo practical training under the direction of a principal fingerprint officer.

Vocational service: With the aid of a fingerprint identification system, the Reference Bureau of the Department of Co-operation and Development maintains a population register for the various Black nations. The fingerprint register consists of millions of sets of fingerprints of Black men and women. Any person whose fingerprints are on record can be identified beyond doubt by a trained fingerprint officer who has been given a full set of fingerprints.

The Fingerprint Identification Section of the Reference Bureau is in Pretoria and is subdivided into four sections, viz the Black Males Section, the Black Females Section, the Foreign Blacks Section and the Numerical Index Section.

FIRE OFFICER

Requirements: A heavy duty driver's licence and a first aid certificate. A Std 8 Certificate will be a recommendation. The nature of the work requires energetic, healthy men between the ages of 18 and 30 years.

Training: Takes place during ordinary hours of duty and is provided free of charge. Training includes the following:

- Fire fighting and rescue work: The fire officer receives continuous training in all aspects of fire fighting and rescue work in respect of aircraft, and in physical fitness. This includes aspects such as physical exercises, the handling of fire-fighting vehicles and equipment, practical and theoretical training in fire fighting, fire prevention and rescue work, aircraft construction, airport environment, tactical excercises, airport emergency procedures and the application of first aid.
- Loading ramp services: Training is offered in the marshalling and parking of aircraft on the loading ramp.
- Terminal internal duties: Staff are trained in handling the public in the terminal complex, the interpretation and application of the relevant airport regulations, and in the keeping of logbooks such as the landing logs of aircraft.

Vocational service: The duties of the fire officer employed by the Department of Transport are threefold and comprise the following: Airport fire and rescue duties, loading area services and terminal interior duties.

FORESTRY CLERK

Requirements: Std 8 Certificate.

Training: In-service training under the supervision of the Forester.

Vocational service: The forestry clerk in the Directorate of Forestry of the Department of Environment Affairs and Fisheries does mainly clerical work under the direct supervision of a forester. His duties include staff matters involving correspondence on employment and the termination of service of employees, the handling of leave applications and cases of injuries on duty, as well as the issuing of permits to Black labourers. In the field of marketing he is responsible for ordering poles, seedlings and other forestry products, sales to the public, the dispatching of timber and the calculation of the volumes of timber produced. His general duties include the keeping of the rainfall register; the grazing register; the livestock register, and register of leases.

Forestry clerks work in the following forestry regions: Western Cape, Southern Cape, Tsitsikamma, Eastern Cape, Natal, Zululand, Southern Transvaal, Eastern Transvaal and Northern Transvaal. Official accommodation is provided since the forest reserves are not situated near towns and cities. There is enough space around the houses for gardens and for farming on a small scale.

POLICE

DEPARTMENT OF THE SOUTH AFRICAN POLICE

BASIC TRAINING
OTHER TRAINING
NATIONAL CERTIFICATES AND DIPLOMA (POLICE ADMINISTRATION)

(a) BASIC TRAINING

Requirements

White males: White male South African citizens of the minimum age of 16 years, but not older than 35 years, not less than 1,67 metres tall without shoes and with a normal chest measurement of not less than 86,26 cm, without psychological and/or physical disabilities, with a strong constitution and fit for police duties, with proof of a sound character, holding at least a Std 8 Certificate (academic course) and who are bilingual, may join the South African Police. They should be prepared to serve in any section of the Force anywhere in the Republic of South Africa.

Non-South African citizens in possession of all the admission requirements (excluding bilingualism), qualify for enrolment in the South African Police Force.

White females: White female South African citizens of the minimum age of 18 years, not older than 35 years, not less than 1,62 metres tall without shoes, without psychological and/or physical disabilities, with a strong constitution and fit for police duties, with proof of a sound character, holding at least a Senior Certificate (academic course) and who are prepared to appear before a selection board, may join the South African Police. They should be prepared to serve in any section of the Force anywhere in the Republic of South Africa.

Non-South African citizens in possession of all the admission requirements (excluding bilingualism), qualify for enrolment in the South African Police Force.

Coloured, Asiatic and Black males: South African citizens of the minimum age of 18 years, but not older than 35 years, not less than 1,67 metres tall without shoes and with a normal chest measurement of not less than 86,26 cm, without psychological and/or physical disabilities, with a strong constitution and fit for police duties, with proof of a sound character, holding at least a Std 6 Certificate (academic course), and who are able to speak, read and write at least one of the two official languages of the Republic may join the South African Police. They should be prepared to serve in any section of the Force anywhere in the Republic of South Africa. Regarding Black applicants, a citizen of an area which had been part of the Republic of South Africa and which became an independent state in accordance with an Act of Parliament, may also apply for enrolment.

Coloured, Asiatic and Black females: Coloured, Asiatic and Black South African citizens of the minimum age of 18 years, but not older than 35 years, not less than 1,62 metres tall without shoes, without psychological and/or physical disabilities, with a strong constitution and fit for police duties, with proof of a sound character, holding at least a Senior Certificate (academic course) and who are able to speak, read and write at least one of the two official languages of the Republic, and are prepared to appear before a selection board, may join the South African Police. They should be prepared to serve in any section of the Force anywhere in the Republic of South Africa. Regarding Black applicants, a citizen of an area which had been part of the Republic of South Africa and which became an independent state in accordance with an Act of Parliament, may also apply for enrolment.

Training: The courses vary from 5 to 10 months.

Subjects

Force Administration	English
Practical Police Science	First Aid
Investigation of Crime	Self-defence
SA Criminal Law A and B	Musketry
Law of Criminal Procedure and Evidence	Anti-riot-Training
Afrikaans	Drill

Training centres: SA Police College, Pretoria, for White members; SA Police Training College, Hammanskraal, for Black members; SA Police Training College, Bishop Lavis, for Coloured members; SA Police Training College, Wentworth, for Asian members.

(b) OTHER TRAINING

The South African Police provides through its Division for Advanced Training and other training units a wide variety of training in other facets of operations in which the police are involved or which are necessary to ensure that the Department will be able to fulfil its functions effectively. These courses vary in duration from periods of one week to six months and are both theoretical and practical. All members of the Force qualify for these courses which, with a few exceptions, are all provided by the Department itself.

Financial aid is provided in that all members, while on course, are entitled to their full salaries; they receive free board and lodging under normal conditions and travelling and their subsistence allowances are paid where applicable.

The following may serve as examples:

Registration clerks	Counter-insurgent trainees
Bandsmen	State security personnel
Radio technicians	Commercial Branch personnel
District motor mechanics	Prosecutors
Builders	Instructors
Farriers	Members of the SA Narcotic Bureau (SANAB)
Storemen	
Mess, canteen and sport personnel	Caterers
Club secretaries	

Training centres: The SA Police School for Mechanical Training at Benoni where members are trained in the maintenance and driving of police vehicles. The course is theoretical and practical and is of 6 to 8 weeks' duration. Motor mechanics receive 6 months' technical training in order to qualify as tradesmen.

The SA Police Dog School in Pretoria, where police dogs and dogmasters are trained. The course for dogmasters lasts for 7 months, of which 4 months are spent at the dog school and the remaining 3 months at a station. Patrol dog-handlers receive training for between 3 and 4 months. Courses for dogs and their handlers who specialise in drug detection are of 4 months' duration.

The SA Criminal Bureau at Pretoria, where training is provided for experts in the identification of fingerprints, photography in criminal cases, examination of disputed documents and the identification of handwriting, firearms and projectiles.

The SA Police Forensic Scientific Laboratory at Pretoria, where practical training is provided in the field of forensic science to selected applicants who are in possession of at least a B.Sc. degree. The training covers a period of approximately 18 months.

(c) POLICE ADMINISTRATION

NATIONAL CERTIFICATE (POLICE ADMINISTRATION)
NATIONAL HIGHER CERTIFICATE (POLICE ADMINISTRATION)
NATIONAL DIPLOMA (POLICE ADMINISTRATION)

Requirements: Only members of the South African Police are admitted to the courses.

A Senior or equivalent certificate is not a prerequisite for admittance to the certificate courses (first two years). After successful completion of the subjects for each year, the certificates concerned will be issued.

The admission requirements for the Diploma (third year): Successful completion of the two certificate courses and a senior or equivalent certificate. Candidates who do not hold a Senior Certificate may commence their studies for the Diploma. It will, however, be awarded only after the attainment of the Senior or equivalent qualification. Candidates who are not in possession of the latter qualification may, in the meantime, accumulate subject credits for the Senior Certificate with the two official languages as compulsory subjects.

Training: The certificate and diploma courses consist of 3 parts, each of which extends over a period of one year. They are offered in 2 fields, namely for the Uniform and Detective Branch and the SA Criminal Bureau.

(i) NATIONAL CERTIFICATE (POLICE ADMINISTRATION) (First year)

Uniform and Detective Branch	SA Criminal Bureau
*Police Administration I	*Bureau Administration I
Investigation of Crime I	Investigation of Crime I
*Criminal Law I	*Criminal Law I
Law of Criminal Procedure and Evidence I	Law of Criminal Procedure and Evidence I

(ii) NATIONAL HIGHER CERTIFICATE (POLICE ADMINISTRATION) (Second year)

Uniform and Detective Branch	SA Criminal Bureau
*Police Administration II	*Bureau Administration II
Investigation of Crime II	Investigation of Crime II
*Criminal Law II	*Criminal Law II
Law of Criminal Procedure and Evidence II	Law of Criminal Procedure and Evidence II

The second official language may be taken in the higher or lower grade.

(iii) NATIONAL DIPLOMA (POLICE ADMINISTRATION) (Third year)

Uniform and Detective Branch	SA Criminal Bureau
*Police Administration III	*Bureau Administration III
Investigation of Crime III	Investigation of Crime III
*Criminal Law III	*Criminal Law III
Law of Criminal Procedure and Evidence III	Law of Criminal Procedure and Evidence III
Afrikaans A (Police) or Afrikaans B (Police) or English A (Police) or English B (Police)	Afrikaans A (Police) or Afrikaans B (Police) or English A (Police) or English B (Police)
øEthnology	øEthnology

Note

ø Not compulsory, but all Non-White members may take Ethnology instead of a second official language, and in this case the first official language must be taken on the Higher Grade.

Members may enrol for this subject as an additional course.

* Major subjects.

Subject successes attained in the Police promotion examinations will be recognised by the Department of National Education with regard to the above-mentioned courses. Application for exemption of such subjects are recommended and submitted to the Department of National Education by the SA Police Department.

Training centre: The courses are offered through correspondence by the SA Police.

Vocational service: The South African Police is a semi-military organisation consisting of the uniform, detective and security branches and is responsible for the security of the State, maintenance of law and order and the prevention and investigation of crime in the Republic of South Africa in accordance with Section 5 of Act 7 of 1958: Police Act. The aim is that each section of the community shall, as far as possible, be served by its own people in compliance with traditional policy. For this reason training centres also exist to provide the same basic training for Blacks, Coloureds and Asians.

Possibilities of promotion for ambitious men and women are virtually unlimited. Promotion is accelerated if a candidate is already in possession of an appropriate degree or diploma or has had recognised previous experience. Newcomers to the Force receive full salary during their training. From this they pay out a minimum amount for board and lodging. Uniforms and other equipment necessary for training purposes are supplied free of charge. During training courses, members of the Force are entitled to their full salaries. Where applicable, lodging and meals are supplied by the Department and travelling and subsistence allowances are paid.

The SA Police provides a number of bursaries to serving members of the Force who intend to qualify themselves academically in a suitable direction, and in some cases class fees are repaid to successful candidates.

The following promotion possibilities are offered to members:

The National Diplomain Police Administration, introduced by the Department of National Education, is inter alia one of the requirements for promotion.

After completion of the first-year course for the National Certificate in Police Administration, a constable with a Senior Certificate or equivalent qualification and 18 months' service may be promoted to the rank of sergeant.

After completing the second-year course for the National Higher Certificate in Police Administration, a sergeant with 18 months' service in that rank, qualifies for promotion to the rank of warrant officer.

After completing the third-year course for the National Diploma in Police Administration, a warrant officer with 12 months' service in that rank, qualifies for admission to the final examination (officers' course) and after successful completion of this, for promotion to the rank of lieutenant.

Promotion is also possible on the strength of appropriate academic qualifications, e.g. a recognised university degree or a three-year technikon diploma accepted by the Commission for Administration for police service. The B.A. (Police Science) degree and the Diploma for Police offered through correspondence by UNISA are also considered for promotion purposes.

Promotion without obtaining any qualifications is considered in the following cases:

A constable with a Senior Certificate could be considered for promotion to the rank of sergeant after the completion of 3 years' satisfactory service. The promotion of a member without a Senior Certificate is considered after the completion of 5 years' satisfactory service.

The promotion of a sergeant to the rank of a warrant officer could be considered after the completion of 3 years' service as a sergeant.

PRISON OFFICER

DEPARTMENT OF PRISONS

Training College John Vorster, Kroonstad, OFS

Requirements: A candidate must be a citizen of the Republic of South Africa, males not less than 16 years of age and females 18; males must not be less than 1,68 metres in height and females not less than 1,6 metres, measured without shoes; be free from any mental and/or physical defect and of strong constitution; furnish proof of good character; and have passed at least Std 8 or an equivalent examination.

Training: Candidates undergo basic training during their probationary period of one year. The training is of a semi-military nature and the duration is approximately 5 months for males and 2 months for females. Training mainly occurs within the following fields:

- Fire-arm training
- Foot and rifle drill
- Military etiquette
- Physical training
- Prison administration
  - Personnel
  - Accounts
  - Store administration
- Guard duty
- Preparedness
  - Spiritual preparedness
  - Communication
  - Fire fighting
  - First Aid
- Court procedures

Basic training is concluded with a passing-out parade after which the candidates are transferred to the various prisons.

Functional training

Formal courses

Post-basic training is aimed at preparing personnel, according to existing needs, for their various tasks within the Prison Service. Such training takes place after thorough selection and the following courses are offered:

- Prosecutors
- Presiding Officers
- Stock Administration
- Instructors
- Training Officers
- Catering
- Dog Handlers
- Nursing Assistants
- Supervisors
- Candidate Officers
- Intermediate Management
- Course for records and reception clerks

The requirements for admission to the above-mentioned courses vary in accordance with the degree of difficulty of the course, yet it still does offer the necessary opportunity and challenge to all candidates, whether matriculated or not. Interest and aptitude is also taken into consideration.

In accordance with local needs personnel are trained as work study officials and computer operators by the Commission for Administration.

In-service training

All members are trained in the work situation. This training is given at all prisons and includes a continuous training programme of man-to-man instruction.

Self-development

Personnel representing certain work areas are placed in the position that they may attend congresses, simposia and conferences which are presented within their working sphere by the Prison Service or other instances.

Additional applicable academic studies are not only encouraged but assistance is given to personnel in the form of interest-free loans and/or bursaries.

Technical training

Personnel who are interested in a trade will, after the necessary selection, with the availability of posts taken into consideration, be given the opportunity to be trained as artisans.

After acquisition of artisan status such members will be transferred to the salary and promotional section for artisans.

Vocational service: Besides the safe custody of prisoners, it is also the task of the Department to apply such treatment to convicted prisoners as may lead to their reformation and rehabilitation. In addition to control and administrative work, sections exist in the Prisons Department such as technical, building, agriculture, catering and hospital divisions as well as specialised treatment services such as psychological services, educational services and social work and a section for spiritual care.

The Department provides ample opportunity to any man or woman with the necessary potential, perseverance and diligence to reach the highest position in any section.

ROADS CLERK

Requirements: A Std 8 Certificate.

Training: In-service training supplemented by manuals and codes of practice. If the roads clerk displays an interest in the technical field, training is given in fieldwork such as road construction and maintenance works, including the technical aspects involved.

Vocational service: The planning, construction and maintenance of national roads and bridges are important functions of the Provincial Roads Departments. The administrative and clerical work is performed by roads clerks in offices of roads superintendents in specific regions or districts.

Their work entails, inter alia, the following: Staff control; all clerical work connected with the employment of White and Non-White workers; the housing of staff at construction units; correspondence concerning enquiries, complaints and Road Board matters; stock control; budget control; control of clock cards, preparation of paysheets and payment of wages. The offices of roads superintendents are located at places ranging from large urban centres, such as Pretoria, Cape Town, Bloemfontein and Durban to the smaller outlying towns.

ROADS SUPERINTENDENT

Requirements: At least a Std 8 Certificate or equivalent qualification and nine years' appropriate experience. Because he must have extensive experience in all

aspects of road construction, he is usually recruited from among officers and road construction officers already employed by the Roads Department concerned.

Training: Senior officers undertake the in-service training of the new roads superintendent. Short courses are also offered from time to time.

Vocational service: There are posts for roads superintendents in the four provincial administrations. The roads superintendent's duties range from office work to supervision of the construction of new roads. He carries out regular inspections in the district to co-ordinate operations. Many of his duties are of a technical nature and he generally performs these duties in co-operation with and under the control of an engineer.

STOCK INSPECTOR

Requirements: A Std 8 Certificate. Experience of cattle farming and training in an agricultural field will be a recommendation. A candidate must be at least 21 years old. A knowledge of Black languages is desirable. For posts in the Black areas candidates should, however, have a sound knowledge of the language spoken in the particular area.

Training: In-service training in the field and during formal courses offered at Onderstepoort, near Pretoria. Certain selected stock inspectors undergo specialised training, after which they may carry out meat inspections, test cattle for tuberculosis and perform other similar functions.

Vocational service: Efficient and fast combating of certain proclaimed diseases of animals such as foot-and-mouth disease, rabies, anthrax and Newcastle disease is of the utmost importance to our country. In the case of an outbreak of any of these diseases the stock inspector employed by the Department of Agriculture assists the other veterinary staff of the Department in its control and eradication.

The Republic is divided into various regions, each of which in turn is subdivided into areas under the control of state veterinarians. Each stock inspector is in charge of a smaller area under the authority of the veterinarian. The most important task of the stock inspector is to ensure that the provisions of the Animal Diseases and Parasites Act and the regulations framed under it, are duly applied and carried out. The stock inspector visits the farms in his area in accordance with an approved programme. He advises the farmer on the application of preventive measures against stock disease, the use of vaccines, serum and remedies. Where applicable, the stock inspector also issues permits for the transportation of livestock.

SUBINSPECTOR OF MINES

Requirements: He must have a Std 8 Certificate or equivalent and be an experienced miner; and be in possession of a valid certificate of fitness from the Medical Bureau for Occupational Diseases and a valid driver's licence.

Training: In-service training. He is encouraged to improve his qualifications. Once he has obtained the Senior Certificate, passed the Mine Overseers' Examination and obtained the Mine Manager's Certificate, he can be appointed an inspector of mines.

Vocational service: Posts of subinspector of mines have been created in the Department of Mineral and Energy Affairs to ensure that safety regulations are strictly complied with to save human lives. The Mines and Works Act of 1956 prescribes the measures that have to be taken to safeguard the safety and health of all miners. The subinspector carries out regular inspections of open-face

workings and tunnelled mines to make sure that the prescribed techniques are being adhered to and he reports to the mine management or the inspector of mines. He is the watchdog guarding the interests of the miners.

SUBINSPECTOR : TRADE INSPECTIONS

Requirements: A Std 8 Certificate plus a completed apprenticeship as a pump or scale mechanic or a pass in a trade test in such trades.

Training: Those interested must apply to the Department of Industries, Commerce and Tourism, Pretoria, for appointment as Subinspector: Trade Inspections. After appointment candidates undergo a five-month period of full-time theoretical and practical training at the Training School of the Trade Inspections Branch in Pretoria. Before commencing the training course candidates are required to enter into an agreement to serve the State for a minimum period of one year after the completion of their training.

Depending on their basic qualifications candidates are required to attend one of the following courses:

. Subinspector's course : Mass Meters

Trade Metrology Act
Regulations
Weighing Practice (Theoretical) - Mass
Weighing Practice (Practical) - Mass
Applied Electronics

. Subinspector's course : Measuring Instruments

Trade Metrology Act
Regulations
Mensuration: Area and Volume Calculation
Measuring Practice (Theoretical) - Volume
Measuring Practice (Practical)- Volume

After having passed the examinations the candidate will receive the Trade Metrology Certificate authorising him to examine and test either weighing instruments only or measuring instruments only.

The training takes place during working hours and the candidate receives his full salary during this period. The training courses are given free of charge.

Vocational service: The Trade Inspections Branch of the Directorate Commerce and Tourism of the Department of Industries, Commerce and Tourism applies the Trade Metrology Act (Act 77 of 1973). The Branch is therefore responsible for the prevention and elimination of malpractices in the determination of the mass or measure of merchandise of every imaginable kind. This responsibility demands a check on the accuracy of, inter alia, the following:

. Anything from fine balances and masspieces, to mass meters of a capacity of 100 tons

. Ordinary measures and apothecaries' measures, to modern fuel dispensers and meters at oil refineries which can measure liquids at a rate of several thousands of litres per minute

. Measuring rods and tape measures with which the retail dealer measures his merchandise, to automatic length and area measuring instruments used for measuring rolls of textiles and other materials in factories.

The Subinspector: Trade Inspections also checks the mass or measure of goods which are pre-packed. The activities of the Division extend over the length and breadth of the country and there are offices in 14 cities.

SUPERINTENDENT OF WORKS

Requirements: A recognised apprenticeship or trade certificate and three years' appropriate experience as an artisan

or

a trade diploma and seven years' appropriate experience

or

ten years' appropriate experience as an artisan.

Training: In-service training is already offered at the lower level of handyman. Manufacturers' manuals and instructions, for example in the case of engines and pumps, also serve as a guide.

Vocational service: Important construction and maintenance work in the Department of Co-operation and Development is done by working teams under the supervision of a superintendent of works. The superintendent of works organises the working parties and arranges their transport, and is responsible for the in-service training of the team leaders and foremen. He also provides the material for the work that has to be done. In addition he supervises plastering and bricklaying, and does development work such as canal construction and the erection of sheds and houses on settlements.

The duties of the superintendent relate chiefly to agricultural engineering and comprise, inter alia, the erection and maintenance of water supply equipment such as engines, bridges, weirs, buildings and camp and boundary fences. He is also responsible for the careful handling, maintenance and safe-keeping of equipment such as vehicles, machinery and implements.

TECHNICAL ASSISTANT

Requirements: At least a Std 8 Certificate. Preference is given to candidates with higher qualifications. In some departments a knowledge of Mathematics is a recommendation.

Training: Takes place during official working hours and is given by means of personal instruction by senior members of staff.

Vocational service: The professional and technical personnel of a number of departments and administrations are assisted by technical assistants who work behind the scenes but who, nevertheless, form an important part of the working team. The duties of the technical assistant in the various State Departments and Administrations are as follows:

Department of Agriculture

- Directorate Agricultural Technical Services

To meet the diverse requirements of agriculture, the services of technical assistants are used in a large number of technical divisions. The nature of their duties varies according to the activities of each particular division or subdivision. These duties comprise the following:

. Plant Protection Research Institute, Pretoria: The work consists chiefly of the classification and mounting of insects and the care and breeding of insects required for experimental purposes.

. Botanical Research Institute: The duties include the handling and mounting of all plant and flower specimens which are sent to the National Herbarium for classification and identification.

. Sheep and Wool Research Section, Middelburg, C.P.: The duties consist chiefly in the determination of the physical characteristics of wool by means of

microscopic examination, and general assistance in connection with related research projects.

. Seed Control Division, Pretoria: In this division the duties mostly comprise the sorting, grading and inspection of all agricultural seed and the application of germination tests.

. Veterinary Research Institute, Onderstepoort: This division consists chiefly of the following specialised sections:

Bacteriology Section where it is determined which bacteria are present in samples submitted for analysis.

Chemistry Section where chemical analyses are made of blood, tissues, foodstuffs, dipping fluids, etc.

Entomology Section where the collection, mounting and identification of all external parasites that attack animals, e.g. ticks, blowflies, tsetse fly, scabmites, are undertaken.

Pathology Section where organs and tissues are examined to determine the nature of the disease and its effect on animals.

Vaccine Production Section where all the antidotes to animal diseases are produced.

. Animal and Dairy Science Research Institute, Irene: The duties of the technical assistant can be divided into the following groups:

Laboratory: Chemical and bacteriological analysis in the dairy industry.

Farm work: Caring for animals, keeping of records and collecting data from experimental animals.

Office work: Less sophisticated processing and calculations of experimental results for statistical analysis. Preparation and inspection of field data for the central computer.

Fieldwork: Collection and checking of field data collected from farms.

The services of technical assistants in this Department are also utilised at the following centres:

Citrus and Subtropical Fruit Research Institute, Nelspruit
Fruit and Food Technology Research Institute, Stellenbosch
Oenological and Viticultural Research Institute, Stellenbosch
Tobacco Research Institute, Rustenburg
Soil and Irrigation Research Institute, Pretoria.

- Financial Assistance Branch

The technical assistant in this Branch of the Department performs a wide variety of duties in the following divisions:

. Examination Division: The technical assistant assists the qualified technician in examining general plans and diagrams submitted by land surveyors for approval by the Surveyor-General.

. Maintenance Division and Noting Section: Approved diagrams and general plans are noted by the Technical Assistant.

. Plan Mounting Section: Work in this Section consists of the mounting of plans, diagrams, etc.

. Information Division: In this Division, the work of the technical assistant

includes the copying of diagrams; attending to requisitions for prints by land surveyors, Government departments and the public; the operating of the Photostat camera and the Xerox machine; general work in connection with the description of boundaries and the numbering of farm subdivisions.

- Compiling Division: The duties of a technical assistant in this Division comprise assistance to the technician in compiling cadastral plans.

Department of Environment Affairs and Fisheries

The work is varied and covers a wide field. The work done in the different sections is described below:

- Agricultural Permits Section: The technical assistants assist the senior survey officers in connection with surveys and surveying. The survey function chiefly comprises the obtaining and checking of information regarding irrigated and irrigable land or government water control areas, as well as crops and water consumption; methods of abstraction such as diversion weirs, canals, pumping, sandpits, etc. and any specific local conditions affecting water consumption for purposes of irrigation. Use is made of aerial photographs.

  Surveying is more specialised in nature and includes the measuring of the storage capacity of dams and the size of land.

  Office work is also done and it includes the sketching in of cadastral information such as beacons and boundaries on aerial photographs, the compilation of schedules of irrigation areas, and the calculation of permits according to simple formulas.

  The work in the materials laboratory comprises soil testing under the supervision of a technician; materials testing for density relationship, grading, specific gravity, and permeability; determining the silt percentage in river water; concrete testing and the weighing out of cement and sand for concrete mixtures; the setting out of test holes on grid in proposed borrow areas at earth dam sites; and the taking of undisturbed samples from open test holes.

- Civil Engineering Section: The technical assistant does tracing and photographic work in the field of civil engineering.

- Photogrammetric Section: Photogrammetry includes the preparation of map sheets and sheet layouts for the compilation of maps; the mapping of survey plans by making use of field survey data; the preparation of photogrammetrically mapped plans, and survey calculations. The technical assistant also operates photogrammetrical apparatus.

- Reconnaissance Drawing Office: The work covers the mapping of dam sites, canal line servitudes, pipe line servitudes, canal line and pipe line surveys, dam beacons and site surveys. The preparation of capacity tables is also done here.

- Hydrology Section: The technical assistant assists in the tabulation, preparation and collation of data collected in the field, the preparation of maps from field data, and the annotation of the map with the data required. Field duties include the collection of data on various projects, such as borehole surveys, the inspection and maintenance of hydrological gauging stations, and the calculation of flow measurement in canals and rivers.

- Fisheries Research Institute, Cape Town: Here the technical assistant exercises control over the exploitation of the natural resources of the sea along the coasts of the Republic. To exercise controlled exploitation scientifically, the State investigates all the factors that affect the balance of the plant and animal populations. The seawater must also be studied to determine to which water mass it belongs, the flow of currents, its salinity and temperature and the quantity of nutrient salts it contains. Scientists, tech-

nicians and technical assistants work together as study groups to study all these aspects.

Department of Finance

- The South African Mint

The work of the technical assistant includes the analysis of steel, copper, nickel, gold, silver and their various alloys and the analysis of ores to determine their gold, silver, platinum and basic metal content. The analysis and examination of counterfeit coinage are also carried out by the technical assistant. The work is aimed chiefly at collecting technical data, and is carried out mainly in the laboratory.

Department of Foreign Affairs and Information

Technical assistants in this Department mostly work in the Sections Photography and Art Tending. Their duties include the developing and drying of exposed film, as well as making and mounting photographic copies in different sizes. The technical assistant's general knowledge is increased by the handling and filing of thousands of copies and negatives.

In the Radio Section the technical assistant assists mainly with the recording of programmes, the duplication, packing and dispatch of recorded tapes, and the routine maintenance of studio equipment.

Department of Health and Welfare

The technical assistant has to combat infectious and communicable diseases by means of immunisation services, and to combat and control malaria and bilharzia by means of information and guidance to individuals and the community. The technical assistant is also responsible for combating and control of diseases such as tuberculosis and typhoid. In this connection he must liaise regularly with all hospitals, clinics, medical practitioners and the leaders of every community.

Department of Mineral and Energy Affairs

- Division : Government Mining Engineer

The technical assistants are mainly operators and their services are utilised for the preparation and analysis of dust, soil and rock samples in the laboratories. They are also responsible for sampling in the field in geochemical prospecting for certain strategic minerals on a country-wide basis. The dust samples are analysed by means of various kinds of apparatus, including microscopes, spectrometers, X-ray diffraction apparatus, and photo-electric apparatus. The treatment of the samples comprises laboratory work, such as heating in furnaces, acid treatment and weighing on a very sensitive scale.

Provincial Administrations of Transvaal, Natal, Orange Free State and the Cape of Good Hope

In the Administrations, the work mainly covers routine laboratory tests, physical as well as chemical, on road-building materials such as soil, stone, concrete and bituminous materials. Tests are carried out for the grading of stone, the bearing capacity of soil, the compressive capacity of concrete, the density and moisture content of various materials.

TRAFFIC OFFICER

Requirements: The minimum requirement is a Std 8 Certificate but candidates with a Senior Certificate receive preference. The minimum age is 18 years.

Training: At present there is a uniform course for traffic officers. The various ordinances on Road Traffic determine that no person may be appointed as a traffic officer unless he/she possesses a recognised diploma. However, provi-

sion has been made for a temporary appointment of twelve months in which time the diploma may be obtained.

The training course is offered by the various cities and the Provincial Administrations and extends over a period of three months.

An advanced diploma course is offered by the Institute of Traffic Officers of Southern Africa.

The examinations are conducted by Lyceum College and consist of the following subjects:

Preliminary Examination

Afrikaans I
Communication I
Traffic Legislation I
Traffic Science I
SA Criminal Law I
Criminal Procedure and Law of Evidence I

Intermediate Examination

English I
Communication II
Traffic Legislation II
Traffic Science II
SA Criminal Law II
Criminal Procedure and Law of Evidence II

Diploma

Communication III
Traffic Legislation III
Traffic Science III
SA Criminal Law III
Criminal Procedure and Law of Evidence III
Criminology and Anthropology

Further particulars of these three examinations can be obtained from the Secretary, Institute of Traffic Officers of Southern Africa, P.O. Box 113, Potchefstroom 2520.

Prospective traffic officers receive theoretical and practical training in divisions such as self-defence, pistol-shooting, arresting techniques, court procedure, administration, law implementation, etc.

Vocational service: Although their training and duties are generally the same, a distinction is made between traffic officers in the service of municipalities and those in the service of a province. The first group of officers perform a variety of duties within the boundaries of a municipality. The duties of officers in the service of a province are somewhat different and also differ from province to province. In the Provincial Administrations of the Transvaal and the Orange Free State, the duties of a provincial inspector and traffic officer are combined. It is their duty to apply various ordinances aimed at safeguarding the travelling public, to protect the public from malpractices, particularly in commerce, and to combat various other evils. Generally speaking, they are involved in road traffic and inspection services.

In the Provincial Administrations of the Cape and Natal a distinction is made between the duties of a traffic officer and those of a provincial inspector. The traffic officers mainly perform duties in connection with road traffic, while the inspectors are more or less involved in inspection services.

Officers in the service of one of the provincial administrations share the usual privileges of public servants and promotion occurs according to merit. There are posts within reach of any young man with ambition and perseverance.

The Institute of Traffic Officers of Southern Africa also makes bursaries available to traffic officers who are in the service of approved traffic divisions. Enquiries should be directed to the Institute.

B. OTHER CAREERS IN GOVERNMENT DEPARTMENTS

The careers mentioned below are careers for which Standard 10 is not a requirement. It is recommended that persons interested should directly contact the Government departments/Administrations concerned or the Commission for Administration for further information. The addresses appear on p. 152.

Letters used to indicate information in respect of each career:

a. Career

b. Government department/Administration

c. Requirements

1. a. ACCOUNTING CLERK
   b. Various departments
   c. Std 8 Certificate.

2. a. AGRICULTURAL OFFICER, PUPIL
   b. Co-operation and Development; Internal Affairs (Coloured Affairs); Agriculture
   c. Std 8 Certificate; preference will be given to candidates in possession of a Senior Certificate.

3. a. AGRICULTURAL OVERSEER
   b. Co-operation and Development
   c. Appropriate experience.

4. a. AIRPORT INFORMATION ASSISTANT
   b. Transport
   c. Std 8 Certificate; at least 21 years old; pass in a departmental test.

5. a. ARMAMENTS OFFICER
   b. South African Defence Force
   c. Preference is given to candidates who hold a Std 8 Certificate.

6. a. ASSISTANT REVENUE CLERK
   b. Finance
   c. Std 8 Certificate.

7. a. ASSISTANT ROADS SUPERINTENDENT
   b. Transvaal Provincial Administration
   c. Std 8 Certificate; 2 years' experience.

8. a. BEACON BUILDER
   b. Agriculture
   c. At least 21 years old; at least one year's appropriate experience. Preference will be given to candidates who hold a Std 8 Certificate.

9. a. BOILER OPERATOR
   b. Various departments
   c. Appropriate experience.

10. a. BUILDING CLERK (See also p.25.)
    b. Community Development
    c. Std 8 Certificate.

11. a. CAMERAMAN, PUPIL
    b. Various departments
    c. Std 8 Certificate.

12. a. CATERER
    b. Various departments
    c. Std 8 Certificate plus 5 years' experience.

13. a. CHEF
    b. Various departments
    c. Appropriate experience.

14. a. CLERICAL ASSISTANT (See also p. 26.)
    b. All the departments and administrations
    c. Std 8 Certificate.

15. a. CLERK OF THE COURT
    b. Justice
    c. Std 8 Certificate.

16. a. COMMUNICATOR
    b. Transport; Environment Affairs and Fisheries
    c. Std 8 Certificate.

17. a. COMPOUND MANAGER
    b. Mineral and Energy Affairs
    c. Appropriate experience.

18. a. COMPUTER OPERATOR, ASSISTANT
    b. Various departments
    c. Pass in an aptitude test and a training course.

19. a. COURT INTERPRETER
    b. Justice
    c. Std 8 Certificate; at least 18 years old; must be able to interpret in at least one Black language.

20. a. COURT STENOGRAPHER
    b. Justice
    c. Std 8 Certificate with Afrikaans and English.

21. a. CUSTOMS OFFICER/CUSTOMS AND EXCISE CLERK (See also p. 27.)
    b. Finance
    c. Std 8 Certificate; at least 18 years old.

22. a. DATA TYPIST
    b. Various departments
    c. Pass in an aptitude test; preference to candidates with a Std 8 Certificate.

23. a. DENTAL ASSISTANT
    b. Health and Welfare
    c. Std 8 Certificate.

24. a. DRAUGHTSMAN ASSISTANT (See also p. 28.)
    b. Various departments
    c. Std 8 Certificate.

25. a. DRAUGHTSMAN (BUILDING)
    b. Various departments
    c. A Std 8 Certificate plus nine years' appropriate post-qualification experience; or a Std 10 Certificate plus seven years' appropriate post-qualification experience; or a National Diploma for Technicians or equivalent qualification.

26. a. DRAUGHTSMAN (CARTOGRAPHIC)
    b. Various departments
    c. See Draughtsman (Building)

27. a. DRAUGHTSMAN (CIVIL ENGINEERING)
    b. Various departments
    c. See Draughtsman (Building).

28. a. DRAUGHTSMAN (MECHANICAL ENGINEERING)
    b. Various departments
    c. See Draughtsman (Building).

29. a. DRAUGHTSMAN (MINING)
    b. Mineral and Energy Affairs
    c. See Draughtsman (Building).

30. a. DRAUGHTSMAN (TELECOMMUNICATION)
    b. Posts and Telecommunications; Transport
    c. A Std 8 Certificate plus five years' appropriate experience or the completion of a departmental training period.

31. a. DRAUGHTSMAN (TOWN PLANNING)
    b. Various departments
    c. See Draughtsman (Building).

32. a. DRILLER, PUPIL
    b. Environment Affairs and Fisheries; Co-operation and Development
    c. None.

33. a. DRIVER/OPERATOR
    b. Various departments
    c. At least 21 years old; a valid driver's licence.

34. a. EXECUTIONER, ASSISTANT
    b. Justice
    c. Std 8 Certificate; between 35 and 60 years old.

35. a. FARM ASSISTANT (See also p. 30.)
    b. Agriculture
    c. Appropriate experience.

36. a. FARM FOREMAN (See also p. 31.)
    b. Agriculture
    c. Appropriate experience.

37. a. FEMALE COOK
    b. Health and Welfare
    c. Appropriate experience.

38. a. FIELD OFFICER
    b. Environment Affairs and Fisheries
    c. Std 8 Certificate; at least 25 years old; a driver's licence.

39. a. FINGERPRINT COMPARER (See also p. 31.)
    b. Co-operation and Development
    c. Pass in a departmental aptitute test.

40. a. FIRE OFFICER (See also p. 32.)
    b. Transport
    c. Std 8 Certificate; heavy duty driver's licence; a first aid certificate.

41. a. FISHING HARBOUR ASSISTANT
    b. Environment Affairs and Fisheries
    c. Appropriate experience.

42. a. FISHING HARBOUR MASTER
    b. Environment Affairs and Fisheries
    c. At least 25 years old.

43. a. FOREIGN ASSISTANT
    b. Foreign Affairs and Information
    c. Std 8 Certificate.

44. a. FOREMAN (MECHANICAL, ELECTRICAL AND BUILDING)
    b. Environment Affairs and Fisheries
    c. - Completed apprenticeship or the possession of the Certificate of Competency prescribed under the Manpower Training Act, 1981 (Act No. 56 of 1981) plus the NTC III. Candidates for posts of foreman (electrical) must, in addition to the above, also be in possession of the Electrical Wireman's Licence.
    - Five years' appropriate experience as an artisan
    - Ten years' appropriate experience in the case of candidates who have not served a recognized apprenticeship.

45. a. FORESTRY CLERK (See also p. 32.)
    b. Environment Affairs and Fisheries
    c. Std 8 Certificate.

46. a. GARDENER
    b. South African Defence Force; Co-operation and Development; Transvaal Provincial Administration
    c. Preference is given to candidates with appropriate experience.

47. a. GROUNDSMAN
    b. South African Defence Force
    c. Preference is given to candidates with appropriate experience.

48. a. HANDYMAN
    b. Various departments
    c. Appropriate experience.

49. a. HEADMAN
    b. -
    c. At least 25 years old.

50. a. HEAD PORTER
    b. Health and Welfare
    c. Appropriate experience.

51. a. HEALTH ASSISTANT
    b. Health and Welfare
    c. Std 8 Certificate.

52. a. HEALTH SUPERVISOR
    b. Health and Welfare
    c. Std 8 Certificate; at least 21 years old.

53. a. HORTICULTURIST, PUPIL
    b. Agriculture; Transvaal Provincial Administration
    c. Std 8 Certificate.

54. a. HOUSEKEEPER
    b. Various departments
    c. Std 8 Certificate; appropriate experience.

55. a. INFORMATION ASSISTANT
    b. South African Defence Force
    c. Std 8 Certificate; a Typewriting Appointment Certificate will be a recommendation.

56. a. INSPECTOR: GHWANO ISLANDS
    b. Transport
    c. Std 8 Certificate; 25 years old; knowledge of seamanship.

57. a. INSPECTOR OF FISHERIES
    b. Environment Affairs and Fisheries
    c. Std 8 Certificate; at least 22 years old.

58. a. INSPECTOR OF MINES: ASSISTANT
    b. Mineral and Energy Affairs
    c. Std 8 Certificate.

59. a. INSTITUTION ASSISTANT
    b. Health and Welfare; Internal Affairs; Co-operation and Development
    c. Std 8 Certificate; at least 25 years old.

60. a. INSTITUTION SUPERVISOR
    b. Health and Welfare
    c. Std 8 Certificate.

61. a. JUDGE'S CLERK
    b. Justice
    c. Appropriate experience.

62. a. KILN OPERATOR
    b. Agriculture; Environment Affairs and Fisheries
    c. Knowledge of kilns.

63. a. LAUNDRY ASSISTANT
    b. Health and Welfare
    c. Appropriate experience.

64. a. LAUNDRY MANAGER
    b. Health and Welfare
    c. Std 8 Certificate.

65. a. LINEN SUPERVISOR
    b. Health and Welfare
    c. Appropriate experience.

66. a. LIQUOR INSPECTOR
    b. Industries and Commerce
    c. Std 8 Certificate; at least 22 years old.

67. a. MARINE ASSISTANT
    b. Environment Affairs and Fisheries; South African Defence Force
    c. Appropriate experience.

68. a. MARINE DRAUGHTSMAN
    b. Environment Affairs and Fisheries; South African Defence Force
    c. Std 8 Certificate; a completed apprenticeship in an appropriate trade.

69. a. MEAT EXAMINER
    b. -
    c. Std 8 Certificate.

70. a. MECHANIC,PUPIL
    b. Agriculture
    c. Preference is given to candidates who hold a National Junior Technical Certificate.

    Note: Suitability for appointment is normally determined by the Department of Manpower as well as by compliance with the Manpower Training Act (Act No. 56 of 1981).

71. a. MESSENGER, HEAD
    b. Various departments
    c. Appropriate experience.

72. a. MILL OPERATOR
    b. -
    c. Appropriate experience.

73. a. NURSING ASSISTANT
    b. Health and Welfare
    c. Enrolment/registration with the SA Nursing Council as a student nursing assistant, student nurse or student midwife.

74. a. OFFSET OPERATOR
    b. Various departments
    c. Std 8 Certificate.

75. a. ORDERLY
    b. Justice
    c. Appropriate experience.

76. a. PARACHUTE PACKER
    b. Transport
    c. None.

77. a. PASSPORT CONTROL OFFICER (See also p. 27.)
    b. Internal Affairs
    c. Std 8 Certificate; at least 18 years old.

78. a. PERSONNEL CLERK
    b. Various departments
    c. Std 8 Certificate.

79. a. PHARMACY ASSISTANT
    b. Health and Welfare
    c. Std 8 Certificate.

80. a. PHOTOGRAPHER, PUPIL
    b. Various departments
    c. Std 8 Certificate.

81. a. PROCESS PHOTOGRAPHER
    b. Various departments
    c. A Std 8 Certificate plus an appropriate apprenticeship; or a Std 10 Certificate and at least 4 years' appropriate experience; or a Std 8 Certificate and at least 6 years' appropriate experience.

82. a. PRODUCT INVESTIGATOR
    b. Agriculture
    c. Std 8 Certificate.

83. a. PROVISIONING ADMINISTRATION CLERK
    b. All the departments
    c. Std 8 Certificate.

84. a. QUARANTINE OFFICER
    b. Agriculture
    c. Std 8 Certificate; 25 years old; knowledge of the care of and love for animals.

85. a. ROADS CLERK (See also p. 38.)
    b. Transvaal Provincial Administration
    c. Std 8 Certificate.

86. a. ROADS SUPERINTENDENT, ASSISTANT (See also p. 38.)
    b. Transvaal Provincial Administration
    c. Std 8 Certificate plus two years' experience.

87. a. SAW DOCTOR
    b. Environment Affairs and Fisheries
    c. Pass in a practical and a theory test.

88. a. SEAMSTRESS
    b. Health and Welfare
    c. Appropriate experience.

89. a. SECURITY ASSISTANT
    b. Various departments
    c. At least 25 years old.

90. a. SHOOTING RANGEMAN
    b. -
    c. At least 21 years old.

91. a. SPECIFICATION WRITER
    b. Community Development
    c. Std 8 Certificate; a completed apprenticeship in an appropriate trade and at least 5 years' post-apprenticeship experience as a qualified artisan and a further 5 years' experience as an Inspector of Works, General Building Foreman or Building Inspector or equivalent appropriate experience.

92. a. STOCK INSPECTOR (See also p. 39.)
    b. Agriculture
    c. At least 21 years old.

93. a. STOREMAN
    b. Various departments
    c. Std 8 Certificate.

94. a. SUPERINTENDENT
    b. Community Development
    c. Std 8 Certificate; at least 25 years old; appropriate experience.

95. a. SUPERINTENDENT : RESERVES
    b. -
    c. Std 8 Certificate; at least 25 years old; driver's licence; be married.

96. a. SUPERVISOR
    b. Various departments
    c. Appropriate experience.

97. a. SURVEYING OFFICER (Engineering as well as Topography)
    b. Various departments
    c. A Std 8 Certificate plus 9 years' appropriate experience; or a Std 10 Certificate plus 7 years' appropriate experience; or the National Diploma for Technicians or an equivalent qualification.

98. a. TECHNICAL ASSISTANT (Various) (See also p. 41.)
    b. Various departments
    c. Std 8 Certificate.

99. a. TECHNICIAN (Cadastral)
    b. Various departments
    c. A Std 8 Certificate plus nine years' appropriate post-qualification experience; or a Std 10 Certificate plus seven years' appropriate post-qualification experience; or a National Diploma for Technicians or equivalent qualification.

100. a. TECHNICIAN (Dairying)
b. Agriculture
c. See Technician (Cadastral)

101. a. TECHNICIAN (Field Assistant)
b. Agriculture
c. See Technician (Cadastral).

102. a. TECHNICIAN (Fire Protection)
b. Community Development
c. See Technician (Cadastral).

103. a. TECHNICIAN (Geology)
b. Mineral and Energy Affairs
c. See Technician (Cadastral).

104. a. TECHNICIAN (Hydrology)
b. Environment Affairs and Fisheries
c. See Technician (Cadastral).

105. a. TECHNICIAN (Laboratory)
b. Various departments
c. See Technician (Cadastral).

106. a. TECHNICIAN (Material Testing)
b. Various departments
c. See Technician (Cadastral).

107. a. TECHNICIAN (Meat Grading)
b. Agriculture
c. See Technician (Cadastral).

108. a. TECHNICIAN (Meteorology)
b. Transport
c. See Technician (Cadastral).

109. a. TECHNICIAN (Planning)
b. Natal Provincial Administration
c. See Technician (Cadastral).

110. a. TECHNICIAN (Plant Inspection)
b. Agriculture
c. See Technician (Cadastral).

111. a. TECHNICIAN (Refrigeration/Freeze Drying)
b. Agriculture
c. Std 8 Certificate; successful completion of an appropriate apprenticeship.

112. a. TECHNICIAN (Seed Control)
b. Agriculture
c. See Technician (Cadastral).

113. a. TECHNICIAN (Water and Sewage)
b. Community Development
c. Std 8 Certificate with Afrikaans and English; completed apprenticeship in a building trade and at least 5 years' post-apprenticeship experience or at least 10 years' appropriate experience without an apprenticeship; NTC III or equivalent qualification in the prescribed trade theory.

114. a. TELEPHONIST
b. All departments
c. Std 8 Certificate.

115. a. TRAFFIC INSPECTOR (See also p. 44.)
b. Transvaal Provincial Administration
c. Std 8 Certificate; at least 18 years old; a driver's licence; Diploma for Traffic Officers.

116. a. TRANSPORT INSPECTOR
b. Transport
c. Std 8 Certificate; at least 22 years old; a driver's licence.

117. a. USHER (MESSENGER)
b. Justice; Co-operation and Development
c. Std 6 Certificate; 21 years and older.

118. a. WATER CONTROL OFFICER
b. Environment Affairs and Fisheries
c. At least 25 years old.

119. a. WATERWORKS OFFICER
b. Environment Affairs and Fisheries
c. At least 25 years old.

C. THE SOUTH AFRICAN TRANSPORT SERVICES

TRAINING COLLEGE ESSELEN PARK

Owing to the specialised nature of the work in the South African Transport Services, it is necessary that its staff in certain spheres of employment should first be trained before they can function independently. The training is given at a well equipped college, known as the Training College, Esselen Park at Kaalfontein between Germiston and Pretoria. The College also has branches in Bloemfontein, Cape Town, Durban, Germiston, Port Elizabeth, Pretoria, Braamfontein and Windhoek. Students receive full pay while being trained. Advanced and specialised training is also given at the Training College.

Training in the South African Transport Services is not confined to internal courses only. Staff are also encouraged to attend certain symposiums and training courses offered by other organisations.

APPRENTICE

See p. 21 for the trades in which apprentices in the South African Transport Services can be trained.

Requirements: An applicant must be under the age of 21 years on the date he commences his apprenticeship and must be in possession of at least a Std 7 Certificate or an equivalent. He must not be legally bound to attend school. Preference is given to candidates with Std 8 with Mathematics. In certain cases candidates over 21 years are also considered.

Training: Apprentices are trained at the major centres. The normal period of apprenticeship is four years, but higher school or technical qualifications entitle apprentices to undergo a qualifying trade test at an earlier stage, and if they are successful they are appointed as technicians and paid the salary of a technician. Apprentices are permitted to study at technical colleges in the South African Transport Service's time. Class and examination fees are advanced on their behalf and are not recovered from them in respect of subjects passed.

Vocational service: A technician normally progresses on merit to technical assistant, technical supervisor, technical superintendent and higher graded supervisory posts.

BUS DRIVER

Requirements: At least a Std 6 Certificate with Afrikaans and English, success in an aptitude test and at least 1,63 metres tall.

Training: Training is theoretical as well as practical and includes mechanical working and servicing of vehicles, compiling of logsheets and reports, defensive driving techniques and practical driving, theoretical and practical manoeuvring, traffic codes and road signs. The duration of the course is 23 weeks and is conducted at the Training College, Germiston.

Vocational service: Bus drivers are responsible for the conveyance of passengers, parcels and goods e.g. to and from the Black states.

CABIN ATTENDANT (MALE AND FEMALE) (PREVIOUSLY AIR HOSTESS AND FLIGHT STEWARD) (AIRWAYS)

Requirements: At least a Std 8 Certificate and should be at least 19 years old. Ladies should not be shorter than 1,50 m and men not shorter than 1,63 m with a reasonable proportion between height and mass. Should be able to get on with people; be able to comfort, reassure and converse with people of all ages, nationalities and classes. They should be unmarried and able to speak both official languages fluently. Fluency in a foreign language will be an advantage, but is not a requirement. The prospective cabin attendant must pass a prescribed medical examination. Successful candidates must enter into a two-year contract with the South African Transport Services. Retention of the services of a lady who marries while in the service will be considered on merit.

Training: Cabin attendants receive approximately six months training at Jan Smuts Airport before they commence flight duties. Training includes reservations, passenger handling, traffic duties, emergency procedures and first aid. The cabin attendant learns to work with people and receives training in hostessing, catering, etc. Ladies also receive training in deportment and make-up. Cabin attendants are placed on internal flights until there are vacancies on international services.

Vocational service: Passengers on an aircraft expect the best service and maximum comfort. Children and old and sick passengers have to be taken care of, meals have to be served and passengers must be kept comfortable. These duties are performed by the cabin attendants. The cabin attendant's duties include the conducting of passengers to their seats, welcoming them and requesting them to fasten their seat belts, reassuring the nervous passengers and talking to the lonely ones, serving refreshments and meals and, if necessary, applying first aid. The cabin attendant can progress to cabin controller, senior cabin controller and cabin services co-ordinator.

Applications should be addressed to the Employment Officer, Room 205, Administration Building, SAA, Jan Smuts Airport, Kempton Park 1620.

CARGO CONTROLLER (AIRWAYS)

Requirements: At least a Std 6 Certificate and success in an aptitude test.

Training: In-service training as well as theoretical training and thereafter the examination is written in cargo controller's duties.

Vocational service: The cargo controller should see to it that outgoing cargo/baggage is addressed and sorted out correctly and loaded on the correct flight. Incoming cargo/baggage should be delivered correctly. The cargo controller can

progress to senior cargo controller, foreman cargo controller, senior foreman cargo controller, inspector (cargo handling) and baggage controller.

CARGO CONTROLLER (IN HARBOURS AND AT GOODS DEPOTS)

Requirements: At least a Std 6 Certificate and success in an aptitude test.

Training: Six months in-service training and 15 weeks theoretical training in the duties of a cargo controller after which an examination in cargo controller's duties is written. Theoretical training is conducted at the branches of the Training College.

Vocational service: The cargo controller is in charge of the loading and off-loading of all consignments. He should see to it that outgoing cargo is addressed, sorted and loaded correctly. The cargo controller can progress to senior cargo controller, foreman cargo controller, senior foreman cargo controller, inspector (goods handling), senior inspector (goods handling) and chief inspector (goods handling) and in harbours to senior cargo controller, quay controller, senior quay controller, terminal controller, senior terminal controller and chief terminal controller.

CARRIAGE AND WAGON ASSISTANT

Requirements: Must be able to speak and understand one official language reasonably well, and success in an aptitude test.

Training: Carriage and wagon assistants receive 8 weeks theoretical and practical training in repairing and maintenance of passenger coaches and trucks.

Vocational service: A carriage and wagon assistant is used in marshalling yards as well as in repair sidings. His function is to assist the examiner and repairer (c + w) on the repairing and servicing of trucks and passenger coaches.

CLERK

Requirements: At least a Std 8 Certificate with Englisn and Afrikaans and success in an aptitude test.

Training: Receives training in goods accounts and coaching accounts at the Training College, Braamfontein.

Vocational service: Clerks are appointed mainly at stations in ticket and goods offices where their duties consist of the issuing of tickets, acceptance and forwarding of parcels and goods. A clerk can progress on a competitive basis to senior clerk and chief clerk.

CLERK (MALE OR FEMALE)

Requirements: At least a Std 8 Certificate with English and Afrikaans and success in an aptitude test.

Vocational service: Clerks perform the book work in the different departments of the Transport Services as well as at stations and depots. Irrespective of the section in which a clerk is placed, clerical work can in general be divided into two categories, viz figure and linguistic work. Clerks are placed in one of these two categories with due regard to their aptitude. They are also placed in staff sections. A clerk progresses on a competitive basis from clerk to senior clerk, chief clerk, assistant superintendent and higher senior posts. A male clerk can also be appointed as a station master provided he obtains certain official qualifications.

CONDUCTOR

Requirements: At least a Std 6 Certificate, success in an aptitude test and at least 19 years old.

Training: Should qualify in conductor's and guard's duties and for this purpose they should attend courses of 2 months' duration at one of the branches of the Training College.

Vocational service: The conductor is responsible for the collection of tickets. He should also see to it that the tickets are valid and should sometimes issue tickets himself. He should also see that passengers alight at their right destination. He should allocate seats according to reservation lists to passengers who have reserved their seats and provide accommodation on long distance trains for passengers who have not reserved their seats. He can progress to chief conductor, ticket inspector, senior ticket inspector and chief ticket inspector.

COOK

Requirements: At least a Std 6 Certificate with English and Afrikaans.

Training: Receives practical training in kitchens.

Vocational service: The cook is responsible for the preparation of food on trains and at station restaurants. He can progress to chef, chief chef, catering inspector and chief catering inspector.

EXAMINER AND REPAIRER (CARRIAGE AND WAGON)

Requirements: At least a Std 6 Certificate, 18 years old and success in an aptitude test.

Training: Receives 23 weeks practical and theoretical training and must then pass the official examination in the duties of an examiner and repairer (carriage and wagon).

Vocational service: Undertakes the examination, servicing and repair of the underframes and brake systems of passenger coaches and trucks. He can progress to leading examiner and repairer (carriage and wagon), assistant carriage and wagon foreman, carriage and wagon foreman, senior carriage and wagon foreman and carriage and wagon inspector.

FIREMAN/DRIVER'S ASSISTANT (ELECTRIC AND DIESEL)

Requirements: At least a Std 8 Certificate with Mathematics or Science and success in an aptitude test.

Training: One week induction, six weeks theoretical training and three weeks practical training in the case of a fireman and one week for driver's assistants. After completion of at least two and a half years' service they may attend a course in driver's duties for 3½ months at the Training College.

Vocational service: The fireman/locomotiveman or driver's assistant is under the direct control of the driver and performs certain duties on the locomotive. A fireman/driver's assistant can progress to senior fireman/senior driver's assistant, driver and higher senior posts.

GROUND HOSTESS

Requirements: At least a Std 8 Certificate with English and Afrikaans and 17 years old. Mass must be in proportion to height. Must be fluent in both official languages. Knowledge of other languages will be a recommendation. Ground hostesses are selected strictly on merit.

Training: Training courses at Jan Smuts Airport in the various aspects of their work. Courses extend over one, two, three or five weeks depending on the circumstances. Training is theoretical as well as practical and includes, inter

alia, the following: Intensive instruction in the handling and reservations of passengers, travel documents, seating tickets, flight routes, etc.

Vocational service: Ground hostesses work in various sections of the airport and the reservation offices. At the airport they work behind the counters where they are mainly responsible for the checking in of passengers. This comprises, inter alia, the perusal of travel documents, mass measuring of luggage and issuing of luggage vouchers. Sometimes they have to assist passengers in completing immigration, emigration or customs forms. In some cases ground hostesses act as announcers at the airport.

A large number of ground hostesses are also required to man the SA Airways' reservation and city offices throughout the country. The reservation offices as well as the city offices in all the large centres are directly connected by means of a terminus unit with the computer in Johannesburg which is known worldwide as SAAFARI (South African Airways Fully Automated Reservations Installation). Ground hostesses are allowed to work on the SAAFARI after successful completion of a five-week course. A ground hostess can progress to senior clerk, chief clerk, assistant superintendent and higher senior posts.

GUARD

Requirements: At least a Std 6 Certificate, success in an aptitude test and at least 18 years old.

Training: He must qualify in guard's and conductor's duties before he can assume independent duty. For this purpose he has to attend a course of two months' duration at one of the branches of the Training College.

Vocational service: The guard, together with the driver, is responsible for the safety of the train, and he keeps a record of the running times of the train. He is also responsible for the parcels, luggage and post-bags in the guard's van and he must see to the loading and off-loading thereof. He is sometimes required to do shunter's duties at small stations and sidings and also functions as conductor on mixed trains.

A guard can change to conductor and progress to chief conductor, ticket inspector, senior ticket inspector and chief ticket inspector.

OFFICE ASSISTANT (FEMALE)

Requirements: Success in an aptitude test.

Training: In-service training.

Vocational service: The office assistant is employed in record rooms and is responsible for the handling, care and safe-keeping of records. She can progress to record custodian and supervisor.

PHOTOGRAPHER

Requirements: At least a Std 8 Certificate.

Training: A pupil photographer is trained in service in all the techniques of photography. Training extends over a period of three years.

Vocational service: The photographer takes all kinds of photographs for publicity and other purposes. He also does copying and reproduction work from diagrams, maps, plans and architectural sketches. He is also responsible for the production of filmlets. A pupil photographer can progress to photographer, assistant chief photographer and chief photographer.

PLATELAYER

Requirements: At least a Std 6 Certificate and success in an aptitude test.

Training: Entrants are engaged as trainee platelayers and can be appointed as assistant platelayers after 12 months. Assistant platelayers must pass the official examination in platelayer's duties after they have received two years' theoretical and practical training in the duties of a platelayer. The duration of the theoretical part of the course is 3½ months and is conducted at the Training College.

Vocational service: A platelayer, together with a team of workers, is responsible for the construction and systematic maintenance of the railway track. Modern power tools such as tamping machines and rail saws are used. Platelayers are stationed mainly at the larger centres and are conveyed to and from their place of work daily by official transport. A platelayer can progress to senior platelayer, permanent way inspector, district supervisor (permanent way) or senior permanent way inspector, senior district supervisor (permanent way) and inspector (track mechanisation).

POLICEMAN (SOUTH AFRICAN TRANSPORT SERVICES)

Requirements: At least a Std 8 Certificate, at least 1,69 m tall and have a chest measurement of at least 86 cm.

Training: Must attend a training course of 5 months at the Training College. He may write the examination for promotion to the rank of sergeant after completion of 2 years' satisfactory service as a constable.

Vocational service: A policeman maintains law and order on property of the South African Transport Services which includes harbours and airports and railway stations and investigates crime of any kind. A constable can progress to the rank of sergeant, warrant officer, lieutenant, captain, major, lieutenant-colonel, colonel, brigadier, major-general and lieutenant-general (Commissioner of South African Railway Police).

SHUNTER

Requirements: At least a Std 6 Certificate and success in an aptitude test.

Training: Must pass the official examination after practical and five weeks' theoretical training.

Vocational service: The shunter controls shunting movements of passenger coaches and trucks by means of radio communication (walkie-talkies) and hand signals. He can progress to leading shunter, foreman shunter or supervisor (train marshallers), yard foreman and yard master.

STEWARD

Requirements: At least a Std 6 Certificate with English and Afrikaans.

Training: In-service training.

Vocational service: The steward is responsible for the serving of meals and refreshments on main line trains and in station restaurants, and for the collection of money for such services. He can progress to senior steward, chief steward, assistant refreshment room manager, refreshment room manager, catering inspector, assistant chief catering inspector and chief catering inspector.

STOCK CONTROLLER

Requirements: At least a Std 6 Certificate and success in an aptitude test.

Training: Should pass an official examination after completion of practical and theoretical training.

Vocational service: The stock controller is responsible for the receipt, storage and issue of supplies at workshops and depots. He can progress to senior stock controller, chief stock controller, stores supervisor, senior stores supervisor, stores inspector, senior stores inspector or other higher graded posts in the stores organisation.

TICKET COLLECTOR (BARRIERS)

Requirements: At least a Std 6 Certificate with English and Afrikaans and success in an aptitude test.

Training: Entrants are engaged as trainee ticket collectors (barriers) and receive training in ticket collector's duties which include collecting and issuing of travelling tickets, calculation of cost of tickets and human relations. The duration of the course is 8 weeks and it is conducted at the Training College, Braamfontein.

Vocational service: The ticket collector (barriers) is responsible for the examining, collecting and, where necessary, issuing of suburban tickets. A ticket collector (barriers) can progress to ticket collector (trains) and ticket collector (main line trains).

TRADE HAND

Requirements: Success in an aptitude test.

Training: In-service training.

Vocational service: This grade falls within the scope of the term "artisan staff", but trade hands are not artisans who have served an apprenticeship. They, therefore, undertake work for which artisan status is not prescribed. Trade hands perform for instance the following work: Trimming , moulding, blacksmithing, plumbing, machining, fitting, painting, bricklaying, welding, carpentry, etc. Trade hands progress to senior trade hand and senior trade hand (special duties).

TRAIN CONTROL OFFICER

Requirements: At least a Std 8 Certificate, 18½ years old and success in an aptitude test.

Training: The candidate must qualify in the duties of train control officer before he can work independently. He receives eight weeks practical as well as theoretical training of 3½ months' duration at the Training College, Esselenpark.

Vocational service: The train control officer controls the running of trains over specific sections of the line by means of train control systems. He keeps a register of the arrival and departure times of trains. He sells tickets, accepts and delivers parcels and goods at smaller stations when there is no clerk on duty. The train control officer can progress to higher graded train control officer posts and station inspector posts. If he passes the prescribed official examination in station accounts, he can also progress through this grade to that of station master.

TRAIN MARSHALLER

Requirements: Must be able to speak and understand one official language reasonably well, success in an aptitude test and must be physically fit.

Training: Train marshallers receive 6 weeks training at the Training College, Kaalfontein, in the basic principles of shunting duties, i.e. marshalling of

trains, clearance marks, operating of hand-points, hand-signals, coupling and uncoupling of vehicles, securing and disconnecting of vacuum hose-pipefittings and protection of derailments in yards.

Vocational service: Train marshallers are mainly used in shunting yards for shunting duties, coupling and operation of vacuum brakes of trucks. A train marshaller can progress to leading train marshaller and foreman train marshaller.

TYPIST

Requirements: At least a Std 8 Certificate with English and Afrikaans. Must pass an official typing test in one of the official languages.

Vocational service: Typists are required to undertake a wide variety of typing work on ordinary typewriters as well as on the most modern electric magnetic tape typewriters, word processors and to operate telex machines. Typists who hold a typing diploma (45 w.p.m. in both official languages) or have passed an official typing test at 45 w.p.m. in both official languages can progress on a competitive basis to typist (supervisor) (teleprinter), senior typist and head typist.

VEHICLE DRIVER (CARTAGE)

Requirements: At least a Std 6 Certificate with English and Afrikaans, success in an aptitude test and not shorter than 1,63 metres.

Training: Training is conducted at the Training College, George Goch, in the mechanical working of vehicles, traffic codes, road signs and regulations, defensive driving techniques, routine duties on vehicles, delivery and collecting of containers/parcels.

Vocational service: Vehicle drivers (cartage) are responsible for the delivery and collecting of parcels and containers with cartage vehicles and the collecting of cartage charges.

D. POSTAL SERVICE

ARTISANS

Requirements: At least a Std 8 (Standard Grade) or equivalent certificate with both official languages as subjects. Candidates must be at least 16 years of age, or produce proof of exemption from compulsory school attendance.

Training: Apprentices receive practical training in modern well-equipped workshops in most of the larger centres and theoretical training at technical colleges.

Vocational service: Artisans undertake work in, among others, the following trades:

Motor Mechanic: Maintenance and repair of petrol driven vehicles.

Diesel Mechanic: Maintenance and repair of diesel driven vehicles and mechanical aids.

Painter and Decorator: Finishing of equipment manufactured or repaired in the workshops.

Carpenter and Joiner: The manufacture and repair of cabinets, etc. for telecommunications equipment.

CLERK (MALE AND FEMALE)

Requirements: At least a Std 8 Certificate or equivalent with both official

languages as subjects. Higher educational qualifications are preferred. At least 15 and not older than 55 years.

Training: Theoretical as well as practical in-service training is provided over a period of 4 to 10 months. In some cases training takes place on a man-to-man basis.

Vocational service: The work comprises one or more of the following:

. Counter: The sale of postage and revenue stamps, postcards, air letters and registered envelopes, the handling of investment, money-order, postal-order and other financial transactions as well as the acceptance and delivery of all kinds of parcels and the acceptance of telegrams and cables.

. Telegraph office: The operation of teleprinters, the transmission and reception of telegrams, cables and photographs by land-line apparatus.

. Sorting office: The sorting and handling of incoming and outgoing mail matter such as letters, newspapers, registered articles and parcels, and the coding of mail matter for processing through automatic mail sorting machines.

. Clerical sections: The duties of clerks comprise correspondence work on telephone, postal and staff matters, accounting and auditing and stores control.

Private study is encouraged and persons who improve their qualifications receive salary recognition. Promotion is based on merit.

DATA CODER

Requirements: At least a Std 8 Certificate or equivalent with both official languages as subjects. Persons with higher educational qualifications receive preference. At least 15 and not older than 55 years. Manual dexterity, good eye/hand co-ordination and concentrating ability is essential.

Training: Data coders receive intensive training for 3 months. After successful completion of the course they receive salary recognition.

Vocational service : The capture of information on magnetic tape to be processed in the computer. Career opportunities exist in the larger centres only.

POSTMAN

Requirements: At least a Std 6 (or equivalent) Certificate with both official languages as subjects. At least 16 and not older than 55 years. A valid driver's licence will be a recommendation.

Training: Under actual working conditions.

Vocational service: Apart from the primary task of delivering mail, many other tasks such as the collection of mail matter posted at various points and the date-stamping of postal articles are undertaken by the postman. Some postmen also perform driving duties when mail is conveyed to and from railway stations, airports and harbours.

Postmen who do their work satisfactorily can be promoted to the rank of senior postman or even to the post of inspector of uniformed staff and later to senior, chief and control inspector of uniformed staff.

TELCOM ASSISTANT

Requirements: Males must have at least a Std 7 Certificate and females at least a Std 8 Certificate or equivalent with both official languages as subjects. Persons with higher qualifications receive preference. At least 15 and not older

than 55 years. They must also be interested in work of a technical nature and must possess the necessary manual dexterity and accuracy.

Training: Telcom assistants receive in-service training.

Vocational service: Telcom assistants are employed on various types of work. Their duties, are, however, of a less involved nature than those of a telcom electrician and include the following:

. The forming, lacing and soldering of wires in telephone exchanges.

. Simple testing of telephones and faulty cords and recording of faults.

. The overhauling and lubrication of selector mechanisms and manual routine work for the maintenance of automatic and manual exchanges.

. Drawing office duties - amending plans and tracing lay-outs and diagrams.

. Technical record work.

. The fitting of telephones and the erection of minor telephone routes.

TELCOM ELECTRICIAN

Requirements: Std 8 (Standard Grade) Certificate or equivalent with both official languages as subjects. Persons with higher qualifications receive preference. Candidates must be at least 15 years of age (or produce proof of exemption from compulsory school attendance) and not older than 55 years.

Training: All newcomers receive theoretical as well as practical training by means of modern training methods at well-equipped departmental training centres in Johannesburg, Cape Town, Pretoria, Port Elizabeth, Bloemfontein, Durban and Pietermaritzburg. A practical and theoretical test must be passed before completion of training. The training period extends over at least three years.

Vocational service: The duties of the telcom electrician are as follows:

. The construction and maintenance of overhead and underground telecommunications circuits.

. The cabling, wiring and fitting of equipment in automatic exchanges, carrier stations, telegraph offices and subscribers' buildings.

. The installation of telephones, switchboards, private branch exchanges, datalines, etc.

. The routine testing, adjusting and overhaul of automatic telephone exchange, transmission, telegraph and teleprinter equipment.

. The construction and maintenance of equipment at radio stations.

. The jointing and repair of all cables in the telephone network.

Promotion is based on merit.

TELCOM MECHANIC

Requirements: Std 8 (Standard Grade) Certificate or equivalent with both official languages as subjects. Candidates with higher qualifications receive preference. Candidates must be at least 15 years of age (or produce proof of exemption from compulsory school attendance) and not older than 55 years.

Training: All trainees receive formal training at Post Office training centres. Practical training is given in well-appointed workshops in most of the large centres. A theoretical and practical test must be passed before completion of training. The normal training period is three years.

Vocational service: Telcom mechanics perform duties associated with the provision of telecommunications services in the following work phases:

. Mechanical aids: Maintenance and overhaul of diesel and petrol-driven mechanical aids, using especially pneumatic and hydraulic equipment in stand-by power-plants and in vehicles.

. Power generation and reticulation: Installation, maintenance and overhaul of power systems, especially generation and rectifier equipment, mainly for telecommunication installations.

. Air-conditioning plant: Installation and maintenance of air-conditioning installations associated with telecommunication equipment, especially with regard to humidity, filtration and dust control.

. Overhaul and erection: The construction and repair of telecommunication plant in Post Office workshops, with emphasis on the special types of material used in a variety of processes.

TELEPHONIST

Requirements: At least 16 and not older than 55 years. Men must be in possession of at least a Std 7 and women at least a Std 8 Certificate, with both official languages as subjects.

Training: The telephonist receives 4 to 8 weeks' theoretical and practical training. In some cases training takes place on a man-to-man basis.

Vocational service: The duties of the telephonist comprise the following:

. Telephone switching duties in trunk and international telephone exchanges;

. manning special operating positions in telephone exchanges such as enquiries, failures, complaints, etc.

Private study is encouraged and telephonists who improve their educational qualifications are considered for transfer to other divisions of the Post Office. Promotion is based on merit.

PRIVATE STUDY

The Post Office encourages private study and grants salary recognition to officers who improve their educational qualifications.

E. THE SOUTH AFRICAN DEFENCE FORCE

Note: Parts of the information on the South African Defence Force do not always have a bearing on this particular publication, but are given for the sake of completeness.

As one of the largest employers in the Republic, the South African Defence Force probably offers the widest range of careers in the country. The SA Defence Force consists of the Permanent Force, the Citizen Force (of which national service forms the initial phase) and the Commandos. Members of the Citizen Force and Commando units serve only on a part-time basis while the Permanent Force forms the nucleus of the Defence Force.

The structure of the SA Defence Force broadly consists of three combat services, namely the SA Army, the SA Air Force and the SA Navy as well as the SA Medical Service. These branches complement one another, each having a specific task to perform. Each combat service consists of three main branches, namely:

General Duties Branch which provides the functional element, for instance infantrymen, pilots and ships' crews;

Technical and Administrative Branch which provides the maintenance and administrative element; and

Corps of Professional Officers which provides professional services to the branches of the SA Defence Force, such as engineers, architects, psychologists, doctors, etc.

The territorial integrity of the country and the physical security of all its inhabitants ultimately depend on the loyalty, preparedness and resolution of the soldiers, airmen and sailors who serve in the Permanent Force, the Citizen Force and the Commandos. To fulfil this vital task, the SA Defence Force needs young men and women who possess healthy physical and mental attributes.

Selection of applicants takes place according to the requirements of the particular section (occupation) where vacancies exist. Each section has a standard set of norms according to which selection takes place. These norms include age, sex (in some cases), educational qualifications, physical fitness, the results of psychological screening tests and, in some cases, the final recommendation of a selection board.

The central feature of career opportunities in the Permanent Force is the great variety and diversity of occupations which cater for every type of personality, educational qualification and technical skill and the fact that in-service training is conducted at all levels throughout a person's career in the Permanent Force.

CAREER OFFICERS

Opportunities for career officers are available in the following sections:

(a) General Duties Branch

(i) SA Army

SA Infantry
SA Armoured Corps
SA Artillery Corps (Field and Anti-aircraft)
SA Corps of Engineers
SA Signal Corps

Requirements: Candidates must be male bilingual citizens of the RSA, medically fit and between the ages of 17 and 23 years. Candidates must possess a Senior Certificate, preferably with Mathematics at Std 10 level for officer training in the Artillery Corps (Field Branch and Anti-aircraft), Corps of Engineers and Signal Corps. Mathematics at Std 8 level is the minimum requirement for training in the Armoured Corps and Infantry.

(ii) SA Air Force

Pilots and navigators

Requirements: Candidates must be male bilingual citizens of the RSA; medically fit, and in possession of a Senior Certificate with English, Afrikaans and Mathematics at Std 10 level. Physical Science and Geography would be an added recommendation. Applicants should be single, between the ages of 17 and 25 years, and not shorter than 163 cm or taller than 193 cm. After 24 months' training (basic training included) successful candidates qualify either as pilots or as navigators.

Flight controllers (Air traffic controllers, fighter controllers and missile controllers)

Requirements: Candidates must be bilingual citizens of the RSA, medically fit and between the ages of 17 and 25 years. They must also be in possession of a Senior Certificate with Mathematics at Std 10 level. Candidates should also have no speech impediments.

(iii) SA Navy

Executive officers in the SA Navy

Executive or seagoing officers can specialise in:

Gunnery (surface weapons); anti-submarine warfare; communications; radar intelligence; navigation or hydrography.

Requirements: Candidates must be bilingual citizens of the RSA, medically fit, and between the ages of 17 and 23 years. Recommendations will be made by a selection board. Candidates must also be in possession of a Senior Certificate (Matriculation Exemption), preferably with Mathematics at matric level.

(b) Technical and Administrative Branch

(i) Personnel, Supply and Administration: Training as officers in the field of personnel and administrative functions.

Requirements: Candidates must be in possession of a Matriculation Certificate or a Senior Certificate (Matriculation Exemption) and training as an officer or a B. degree with subjects such as English, Afrikaans, Industrial Psychology, Sociology, Economics, Accountancy, Statistics, Administration, Business Economics or Political Science as major subjects.

(ii) Financial Administration: Training as officers to administer the finances of the SADF.

Requirements: Candidates must be in possession of a Matriculation Certificate or a Senior Certificate (Matriculation Exemption) and training as an officer or a B. degree with subjects such as Economics, Business Economics, Auditing, Accountancy or Mathematics as major subjects.

(iii) Intelligence: Training as officers to manage the intelligence system of the SADF.

Requirements: Candidates must be in possession of a Matriculation Certificate or Senior Certificate (Matriculation Exemption) and training as an officer or a recognised B. degree with subjects such as Geography, History, International Politics, Administration, Law, Ethnology, Sociology, Social Psychology, Criminology or Psychology as major subjects.

CORPS OF PROFESSIONAL OFFICERS (Army, Air Force, Navy and Medical Service)

For a career as a professional officer, an appropriate degree is required.

TECHNICAL AND OTHER RANKS

In the SA Defence Force, apprentices and artisans are given the opportunity to acquire the highest skills in their chosen fields. There are approximately 80 different fields in electronics, mechanical and instrumental trades.

Requirements: Candidates must be unmarried, male citizens of the RSA, medically fit, with at least a Std 8 Certificate with Mathematics as a subject, and between the ages of 16 and 25 years.

Trades in the SADF

(a) SA Army

Ammunition fitter; electrician (signals); electronician (weapon control systems); photolithographer; instrumentation fitter; leather and textile worker; surveyor (topographical); fitter and turner; radiographer (telecom, radar and guided missiles); painter and signwriter; draughtsman (architectural, mechanical and topographical); teleprinter mechanic; vehicle fitter (motor mechanic); field engineer; armament fitter.

(b) SA Air Force

Electrical fitter, electroplater; electronician (aircraft); aerial photographer; instrumentation fitter; machineroom worker; fitter (aircraft); surveyor (topographical); fitter and turner; sheetmetal worker (aircraft); radiographer (telecom, radar); rubber and plastics worker; carpenter; painter and signwriter; draughtsman (architectural, electrotechnical, aeronautical); vehicle fitter (motor mechanic); safety apparatus worker; airfield builder; armaments fitter.

(c) SA Navy

Electrical fitter (ships); electrician (ships); photographer; instrumentation fitter; blacksmith; machineroom fitter; machineroom worker; fitter (diver); surveyor (topographical); fitter and turner; radiographer (telecom, radar); ship's carpenter; painter and signwriter; draughtsman (architectural, mechanical, shipbuilding); vehicle fitter (motor mechanic); safety apparatus worker; armament fitter.

(d) SA Medical Service: Dental technologist.

CAREERS IN OTHER SECTIONS

Many other sections in the SA Defence Force provide career opportunities to young men and women in a wide range of highly rewarding occupations. Specialist training is provided for applicants who pass the medical and aptitude tests laid down for entry to the following units:

(a) SA Army

Reconnaissance Commandos, the Dog Handling and Tracking Unit, the Mounted Infantry and the technical munitions officers in the SA Ammunition Corps.

(b) SA Air Force

Both men and women are eligible for training in air traffic control, fighter control and missile control.

(c) SA Navy

Submarine and strike craft crews.

(d) SA Medical Service

Combat medics and casualty evacuation personnel.

OPERATIVES

These careers fall in a category between that of tradesmen and administrative personnel. Specialised skills are required and in-service training is provided.

Requirements: Candidates must be bilingual citizens of the RSA, medically fit,

in possession of a Std 8 Certificate and not older than 25 years. The sections in which they may qualify as an operative, are the following:

Master butcher; Fireman; Electrical operator (submarine machinery); Electrical operator (submarine radio); Electrical operator (submarine weapons); Photographic operator; Hairdresser; Power plant operator; Engineroom mechanic; Mechanical operator (submarine machinery); Mechanical operator (submarine weapons); Musician; Operator (electronic warfare); Survey recorder; Clearance diver; Explosives worker; Radar operator; Chef; Telecommunications operator; Armourer's assistant (surface); Armourer's assistant (underwater).

NON-TECHNICAL MEMBERS

Apart from basic training, the SA Defence Force has a broad and intensive training programme aimed at constant improvement of personnel skills. The following sections are non-technical:

Clearance diver, clerk, military police, operations/intelligence clerk, technical clerk, storeman, instructor, ordnance clerk.

NURSING

The SA Defence Force offers nursing students a golden opportunity to qualify as a nurse or nursing officer registered with the SA Nursing Council.

(a) Staff nurse: Candidates must be in possession of at least a Std 8 Certificate.

(b) Pupil nursing assistant: Candidates must be at least 16 years of age with at least a Std 8 Certificate or a Standard 10 Certificate (Practical).

OTHER CAREERS

Although training is not offered in all sections, suitably qualified persons are eligible for employment in the following careers:

Diagnostic radiographer; printer (lithographic); electrical fitter (medical equipment); physiotherapist; photographer (cartographer); toolmaker; farrier; tailor and cutter; laboratory technician (chemical or metallurgical); boilermaker and pipelayer; orthopaedic and surgical technician; survey draughtsman.

SERVICE BENEFITS

In general, members of the SA Permanent Force can expect to enjoy good working conditions. The following service benefits are offered:

Security; competitive salaries; free initial uniform and accessories; free medical and dental treatment; medical continuation fund after retirement; excellent pension scheme; annual service bonus equivalent to one month's salary; holiday and sick leave benefits; annual railway concession benefits after completion of one year's service; excellent sport and recreational facilities.

Further information on every type of career in the SA Defence Force is obtainable from SADF recruitment offices in the principal centres of the Republic, or from:

Chief of Staff Personnel
SA Defence Force
Private Bag X159
PRETORIA
0001

SADF Recruiting Office
293 Red Route
Lower OK Mall
Carlton Centre
Commissioner Street
JOHANNESBURG
2001

SADF Recruiting Office
Trust Bank Building
475 Smith Street
DURBAN
4001

SADF Recruiting Office
Cartwright Corner Building
cor. Darling and Adderley Streets
CAPE TOWN
8001

SADF Recruiting Office
Norwich Union Centre
Market Square
Main Street
PORT ELIZABETH
6001

SADF Recruiting Office
FVB Centre
Maitland Street
BLOEMFONTEIN
9301

SADF Recruiting Office
St George's Street
SIMONSTOWN
7995

SADF Recruiting Office
3 Gouws Street
POTCHEFSTROOM
2530

CHAPTER IV

OTHER CAREER FIELDS

A. CLERICAL CAREERS

Practically all undertakings in the private and public sectors employ clerks. Their work is varied and may involve filing, correspondence, working with figures or office machines, messenger duties and general reception work.

BANK OFFICIAL

Requirements: A Std 10 Certificate, but applicants with a Std 8 Certificate are employed in some banks.

Training: In-service training. Officials are encouraged to further their studies and they can for example obtain the certificate and two diplomas of the Institute of Bankers.

Vocational service: The bank's policy is to fill all senior positions from within the organisation itself. Prospects are therefore excellent and scope for advancement virtually unlimited. Further information may be obtained from any branch of a bank.

CASHIER

Requirements: At least a Std 8 Certificate. Should be able to work fast and efficiently with money. Should be bilingual.

Training: In-service training.

Vocational service: Cashiers receive money from clients, issue receipts and/or change, and ensure that the correct amount is deposited in the firm's bank account. They are employed by the private sector and work for cinemas, theatres, parkades, restaurants and shops. They earn good salaries and hold responsible positions.

CASH REGISTER OPERATOR

Requirements: No specific academic qualifications. Should be able to work fast and efficiently with money. Should usually be bilingual.

Training: In-service training.

Vocational service: The cash register operator receives money from clients and issues change. He/she must be able to handle credit cards and cheques. He/she is employed by supermarkets and other enterprises handling cash transactions.

CODE CONTROL CLERK

Requirements: At least a Std 8 or Std 9 Certificate, but preferably a Senior Certificate. Juniors receive in-service training and previous experience is not required.

Vocational service: Goes through bookkeeping documents in order to confirm whether the coding of the information given is in accordance with the firm's coding system. Makes corrections where necessary. The chief code control clerk performs basically the same duties as the control clerk, but also controls the flow of work and generally supervises a team of clerks.

CREDITORS' CLERK

Requirements: At least a Std 8 Certificate, but preferably a Senior Certificate. Two or three years' experience in the general accounting field is required, except in the case of juniors who are trained in the firm. A legible handwriting is a requirement as well as the ability to tackle and solve problems.

Vocational service: Reconciliates records of the firm with creditors' monthly statements. Compiles advice payments for the payment of local suppliers. Sees to it that local creditors (suppliers) are paid in good time and that, where applicable, discount for cash is taken into account. The chief clerk is responsible for supervising a team of workers and undertakes and co-ordinates the training of junior staff. Handles correspondence with the suppliers.

DEBTORS' CLERK

Requirements: At least a Std 8 Certificate. Must be able to operate a bookkeeping machine where it is in use. Proficiency in work with figures. Previous experience is desirable, but not necessary.

Training: In-service training. Bookkeeping machine companies usually provide training in the operating of a bookkeeping machine.

Vocational service: The Debtors' Clerk keeps a record of each client's account either by writing it down or by using the bookkeeping machine. They also send out accounts to clients.

DESPATCH CLERK

Requirements: A Std 8, Std 9 or Senior Certificate with administration ability. Many enterprises employ pensioners in these posts.

Vocational service: Responsible for the despatch of goods sold. Checks that all goods have been completely cleared. Controls and organises delivery staff; sees to it that signatures are obtained for all deliveries. Supervises delivery vehicles.

GENERAL ACCOUNTS CLERK

Requirements: At least a Std 8 Certificate, but preferably a Std 10 Certificate. No specific experience is required as training is provided.

Vocational service: Undertakes daily entering of transactions in the primary books, or provides the data processing section with the information for processing by the accounting section.

INVESTIGATOR (MALE)

Requirements: A Std 8 Certificate. Perseverance; bilingualism; willingness to be away from home sometimes and to work irregular hours.

Training: The investigator is employed by private firms and receives in-service training.

Vocational service: Traces clients who have disappeared without paying their accounts and arranges for the settlement of the accounts. In extreme cases of non-payment or dishonesty goods are taken back on behalf of the firm.

INVOICE CLERK

Requirements: At least a Std 8 Certificate. Previous experience not necessary.

Training: In-service training.

Vocational service: Mainly makes out invoices and other bookkeeping documents in which particulars of all the stock which leaves the shop are entered. This post is found only in certain kinds of shops. In most of the shops invoicing is undertaken by the sales assistants.

METER READER

Requirements: Std 6 Certificate. For appointment as meter inspector, a Std 8 Certificate is required.

Training: Receives training in the reading of meters at the different engineering departments where the meters are manufactured. On his rounds, he works with a senior meter inspector until he is well acquainted with the work.

Vocational service: Meter readers, employed by municipalities, make monthly rounds of all houses, flats, business premises, etc. which have been allocated to them, to read the electricity and water meters.

OFFICE JUNIOR (MESSENGER)

Requirements: At least a Std 6 Certificate.

Training: In-service training.

Vocational service: The duties of the office junior or messenger include essential duties such as carrying files from one official or office to another, fetching and delivering of local letters, fetching and distributing post and office stationery and many other routine tasks. Some employers provide a bicycle, motor-scooter or even a car to do the necessary deliveries. For this purpose the employee has to be in possession of an appropriate driver's licence.

OFFICE MACHINE OPERATOR

Requirements: At least a Std 8 Certificate. Preference is given to a Std 10 Certificate for computer operators.

Training: Mostly in-service training. A bookkeeping machine course is offered by some suppliers of the machines.

Vocational service: Office machines include, inter alia, the following:

- Bookkeeping Machine: The operator keys in data of invoices received on the creditors' cards with the aid of a bookkeeping machine. She balances the creditors' cards once a month with the chief control statement released by the computer.
- Duplicator: The work of the duplicator operator includes the duplicating of original documents, plans or sketches. There are various types of machines.
- Punch Card Machine and Check Punch Card Machine: The punch card machine operator punches data which have been coded on forms onto punch cards. The check punch card machine operator must check the punched cards by means of a machine nearly similar to the punching machine. The completed cards are fed into the computer by the computer operator. Employment opportunities are favourable as electronic computers are already in general use.
- Computer: Technikons and some technical colleges offer courses to prospective computer operators who hold a Senior Certificate.
- Calculating Machine: The calculating machine operator assists with the adding of figures where volume demands it. She also assists with the further processing of large volumes of accounting data. She must have an aptitude for figures.

STORES ASSISTANT

Requirements: At least a Std 8 Certificate. No specific experience is required, but 2 to 4 years' clerical experience will be appropriate.

Vocational service: Copes with the physical delivery and storage of incoming stock. Issues supplies as advised by the invoice clerk. Supervises the packers.

SUPERVISOR : DELIVERIES

Requirements: At least a Std 8 Certificate. Approximately 5 to 7 years' clerical experience. Must have knowledge of the products being handled. Must be able to organise.

Vocational service: Controls the delivery staff, truck drivers and their assistants. Co-ordinates the routes covered by the various trucks to ensure that only one truck at a time serves a certain area. Supervises the loading of goods. Makes provision for security - only goods indicated on the invoices must be loaded for delivery.

Note: At smaller depots one person undertakes the duties of both the stores assistant and the supervisor: deliveries.

TELEPHONIST/SWITCHBOARD OPERATOR

Requirements: Men should hold a Std 7 Certificate and women a Std 8 Certificate. Applicants should be between 16 and 55 years old. Bilingual. Effective ability to concentrate, good memory, self-control, insight and tact. A high degree of manual dexterity. Preference is given to persons with a Senior Certificate. The requirements differ from one concern to another. All candidates must undergo a selection test. Furthermore, a good ear and a clear voice are essential.

Training: In-service training.

Vocational service: Telephonists are responsible for the switchboard. They cope with incoming and outgoing calls, answer call signals and record particulars in respect of trunk calls. The telephonist sits while performing his/her duties. With the necessary modification to a switchboard, blind people may also do the work. Generally speaking working conditions are pleasant.

TYPIST

Requirements: At least a Std 8 Certificate. Preference is given to a higher educational standard.

Training: Classes in subjects such as typewriting, shorthand, etc. are offered by private institutions, technikons, technical colleges and technical institutes, after hours.

Vocational service: Typists usually work in a central typing office under the supervision of a head typist or a senior typist. A general typist types from any written, typed or printed document. The type of work being typed depends on the nature of the business for which she is working. A typist may be employed by a lawyer, municipality, commercial bank, building society, insurance company a shop or any other business enterprise. All Government departments employ typists. Promotion depends on ability, enthusiasm and additional experience and training. Supervisors for pools are needed, especially those who are capable of organising. With increased experience promotion is possible to a position of secretary or private secretary.

B. MINING CAREERS

APPRENTICES

All the mines take on apprentices for trades such as fitter, fitter and turner, electrician, boilermaker, carpenter, rigger, etc.

See Chapter II for the training of apprentices, and also p. 20 for the various trades for apprentices on the mines.

OPEN CAST MINE SUPERVISOR

See p. 109 for the course of the Department of National Education.

MINER

Requirements: Applicants should be at least 17½ years, but not older than about 35 years and a medical certificate of fitness, which may be obtained from the Miners' Medical Bureau in Johannesburg or any of its branches in Welkom, Klerksdorp or Witbank, is also required.

Training: The Chamber of Mines and the Government are partners in training young men at the Government Miners' Training Colleges. There are nine colleges situated in the major towns and cities in the mining areas. These training colleges offer practical training with good pay whilst trainees are learning. Inexpensive accommodation is provided for single and married men. The training course extends over approximately 12 to 15 months and it includes the obtaining of a blasting certificate.

Vocational service: The ideal of most of the qualified miners is to be "given a contract" - that is to be responsible for production in a section of a mine. Contract rockbreakers are some of the top earners on mines. The miner can be promoted to shift boss after 2½ - 3 years' service, after this he can become an underground manager or even mine manager. For the latter appointment he can further his studies at the SA Mine College. Full information regarding salaries, training centres, training brochures and application forms may be obtained from the Chamber of Mines, Johannesburg or the personnel department of any mine group.

MINE SURVEYOR

Requirements: At least a Std 8 Certificate, but a Std 10 Certificate with Mathematics is preferred.

Training: Learner mine surveyors receive practical and theoretical in-service training but there are challenging opportunities for advancement by means of studies for the elementary and advanced mine surveyors' certificates of competency.

Vocational service: Mine surveyors work underground in the morning and return to the survey offices for the rest of the working day.

SAMPLER

Requirements: A Std 8 Certificate.

Training: In-service training.

Vocational service: He works mainly underground where he gathers ore samples from different sections and submits them to the assayer for analysis. A sampler can progress to the top of the sampling department. Since training in sampling is of advantage to a prospective mine surveyor, he can also be promoted to the mine survey department.

C. OPERATORS

The rapid progress in the industrial field has led to serious shortages in certain occupational groups. The shortages which exist in respect of engineers, technicians, artisans and even operators, have been strongly emphasised in recent years. An aspect which has enjoyed less attention is the separate roles that these occupational groups, and particularly the operator, fulfil today.

Training: The training of operators is done on an informal level and is exclusively organised by the particular employers. Unskilled or semiskilled workers are usually referred to here and the work as well as the training may vary considerably. Training is normally very informal and even elementary in the job itself. The operator, for example, is trained to deal with a particular task - for example to operate a machine or equipment and this may require specialised knowledge.

The requirements for appointment are determined by the employer and are, in many cases, lower than that of apprentices.

CAULKER

Requirements: At least 16 years of age and in sound physical condition.

Training: Caulking is one of the few operator's jobs where a fixed period of training is laid down. The operator has to serve a period of 6 months as probationer, after which he is appointed in a permanent capacity.

Vocational service: A caulker works, inter alia, with a boilermaker. After the metal plates have been riveted together, the welds have to be caulked against possible leakages. Timber-work, particularly in ships, is also caulked by plugging seams and filling them with tar to prevent moisture from penetrating. The caulker's job is consequently to seal, and for this special caulking tools are normally used.

CHAIN-MAKING MACHINE OPERATOR

Requirements: At least a Std 8 Certificate. Must have some degree of mechanical aptitude.

Training: Period varies from person to person according to ability for this type of work. Most operators are regarded as qualified after a few months.

Vocational service: Most of the work is done automatically or semi-automatically. The machines must run smoothly, faults must be reported and the machines must be adjusted if necessary.

DRILL GRINDING-MACHINE OPERATOR

Requirements: Accuracy. St. 6 Certificate and at least 16 years old.

Training: No fixed period. Duration depends on the person's working ability and comprehension.

Vocational service: When an operator wants to grind a drill, he must first adjust the grinding machine. He must determine at what angle the bit must be ground. This can be read from a table. The grindstone's number of revolutions per minute and the speed at which the drill must be held to the grindstone must also be fixed. This is also read from a table. After the drill has been correctly fastened and the machine adjusted it can then be switched on. The operator is also to a certain extent responsible for the maintenance of the grinding machine. Simple repairwork and the oiling of the machine can be dealt with by the operator.

GALVANISER

Requirements: At least 16 years old. He must have an understanding of Chemistry as it plays an important rôle in the process of galvanisation.

Training: Period varies according to the operator's aptitude for the work.

Vocational service: Before articles can be galvanised they must first be cleaned. One of the most important stages in the galvanisation process is reached when the metal articles are dipped in the melted zinc. The experienced galvaniser can easily determine the length of time it takes for the proper forming of the zinc coating.

HANDSANDPAPERER

Requirements: No specific academic qualifications, but a good eye-hand co-ordination is required.

Training: In-service training.

Vocational service: The handsandpaperer is responsible for the sanding of finished furniture or pieces of furniture with sandpaper.

Further information can be obtained from the National Union of Furniture and Allied Workers of S.A. See p. 154 for the address.

MACHINE OPERATOR (WOOD)

Requirements: Manual skill and a good eye-hand co-ordination.

Training: Two years of in-service training.

Vocational service: He is responsible for feeding the correct size and shape of wooden blocks into the machine, so that specific components of articles can be made available.

OPERATOR (DATA PROCESSING)

Requirements: Std 8 Certificate.

Training: In-service training.

Vocational service: Without human agency, the computer would be useless. A computer needs on an average the services of 3 groups of personnel, namely those of systems analysts, programmers and computer operators. An increasing number of organisations make use of computer facilities, therefore the demand for personnel is exceeding the supply.

OPERATOR - ROAD CONSTRUCTION MACHINERY

Requirements: At least 18 years old and he must be in possession of a heavy vehicle driver's licence.

Training: The prospective operator is appointed as a trainee and receives free in-service training under the supervision of an operator instructor. After completion of 4 years' service the operator may complete certain tests and become either a senior operator or an operator instructor.

Vocational service: The operator of heavy road construction machinery must know how to handle all the road construction machinery. The nature of his work depends on whether he assists in the construction of new roads or whether he is busy with the maintenance of old roads. The operator working on the construction of new roads is, inter alia, responsible for the following:

. After blasters have carried out blasting work, front-end loaders, trucks and bulldozers must remove the rubble;

- foundation material must be carted and spread;
- the foundation and base course must be compacted and rolled with different rollers;
- the crown layer must be trimmed so that the top surface of the road is neat and tidy;
- the gravel layer must be laid and finally the road must be tarred with the tar-spraying vehicle.

The operator who is responsible for the maintenance of old roads has the following tasks:

- To keep bridges and outlets clear;
- to seal cracks and holes in tarred roads;
- to grade gravel roads;
- to repair and regravel roads which have been damaged by floods and washaways.

POWER PLANT OPERATOR

Requirements: At least a Std 8 Certificate and success in an aptitude test.

Training: In-service training for a period of 6 months.

Vocational service: The power plant operator is a member of the industrial personnel and is responsible for the starting, maintenance and the switching off of the industrial machinery which generates electricity. The power plant operator works mainly in shifts, because throughout the day and night power has to be generated. Escom is South Africa's biggest employer in this field. Some of the large municipalities erect their own plants and generate their own electricity. Increasingly more industrial personnel should be trained to meet the demands for electricity in a rapidly developing country.

PROCESS OPERATOR

Requirements: No particular academic qualifications, although most employers expect a basic school education.

Training: In-service training. A general orientation course is offered after which the employee is transferred to a section where he receives practical and theoretical training. Some employers enrol candidates for the National Technical Certificates.

Vocational service: Process operators are concerned with industries where various materials are processed, for example, the manning of coke and smelting furnaces, the processing of artificial resin and the manufacturing of vehicle parts.

Further information can be obtained from the Afrikaanse Handelsinstituut, SEIFSA and the Federated Chamber of Industries.

PROFILE CUTTING OPERATOR

Requirements: No minimum entrance requirements. Most profile cutters have at least a Std 6 Certificate.

Training: Period varies according to the operator's aptitude for the work. Most operators are regarded as qualified after a few months.

Vocational service: The profile cutter is responsible for cutting parts out of sheetmetal which the boilermaker will use. The ignition of an acetylene and oxygen mixture under pressure is used in the process.

RIVETER

Requirements: At least 19 years old and physically fit.

Training: Period varies according to the person's ability and capacity for work.

Vocational service: In the engineering and construction industries many parts often have to be joined together to form a larger whole. This is done by means of welding or riveting. Metal surfaces have to be joined with red-hot rivets which are placed in the holes in the surface and riveted by means of a pneumatic hammer.

SAW OPERATOR

Requirements: No particular academic qualifications are required. Candidates must be in sound physical condition and must have a strong sense of responsibility to make independent decisions.

Training: In-service training. The training centre near Sabie offers formal courses.

Vocational service: Saw operators use a power-driven chain saw to fell trees. After this the branches of the sawn trees are removed and the trunks are sawn in blocks of manageable sizes.

Further information can be obtained from the Escarpment Training Centre, Private Bag X503, Sabie 1260.

STAINER

Requirements: An ability to work with wood and a good eye-hand co-ordination are more important than academic qualifications.

Training: A trainee starts as a labourer and receives in-service training to become a stainer.

Vocational service: He works in the polishing section and applies colouring to the wood to obtain the desired colour. Too much staining can spoil an article, thus the stainer must know exactly how to apply the stain. Further information can be obtained from the employers' organisations in the Furniture Industry. See p.127 for the addresses.

D. PROCESSING AND/OR MANUFACTURING

ASSEMBLY-LINE WORKER

Requirements: No specific academic qualifications.

Training: In-service training.

Vocational service: Each assembly-line worker is responsible for only a specific task or tasks. In certain instances he uses his hands only, but he may also utilise certain tools, such as a saw, a hammer, welding plant, depending on the task he has to perform.

CLOTHING INDUSTRY

Requirements: No specific academic qualifications are stipulated as each training institution has its own admission requirements. The technikons however, require at least a Senior Certificate.

Training: The courses of training offered by the Clothing Industry Training

Board (CITB) falls broadly into the areas of the Management School, Technical School and the Operator School and are as follows:

- The Management School offers part-time development programmes at supervisory level, including a basic, refresher, and modular series of programmes. They also offer programmes for work study practitioners, production management personnel, and middle and senior management. There are a number of modular courses, workshops, seminars, and Senior Management Programmes available.
- The technical training schools offer training in pattern making, cutting and grading, and also mechanics courses which are either modular or over two or three years. Both the pattern making, cutting and grading, and the mechanics are highly sophisticated technically based programmes.
- The operator training schools offer a number of short full-time courses for the training of operators for the industry. These last from two to six weeks, and cover a variety of machines and a number of sewing operations. In terms of physical size, the Operator Training School is obviously the largest component of any training centre.
- In the area of technical education, the CITB is associated with the Technikon Natal, the Cape Technikon, and the Technikon Witwatersrand. These three technikons run three-year, full-time, Clothing Production Management Diploma courses. A number of bursaries are made available annually to students who attend these courses, and differing amounts for technical and teaching assistance are made available to the technikons in each region.
- The CITB has more recently become involved with technical colleges including the Pretoria Technical College, Krugersdorp Technical College, Joubert Park Technical College and the Durban Technical College, all of whom are running National Certificate Courses in Clothing Production Technology for pre-matric students. Again the degree of CITB involvement varies from technikon to technikon, but assistance has been given with the planning of syllabi, and the provision of hands-on practical training on industrial sewing machinery.
- The Clothing Institute is a voluntary association of persons interested in or associated with the designing, manufacture, or retailing of clothes. There are three branches in South Africa, namely in the Cape, Natal, and the Transvaal. The Clothing Institute branches in Southern Africa are affiliated to the London Head Office of the Institute. Naturally the CITB is very closely associated with the objectives of the Clothing Institute and provides assistance to the Institute wherever this is possible.

Vocational service: Information regarding training and career opportunities in the clothing industry can be obtained from the following addresses:

National Training Manager, P.O. Box 8107, Johannesburg 2000; Senior Training Manager, 19 Kent Road, Salt River 7925; Regional Training Manager, P.O. Box 18539, Dalbridge 4014 and the Regional Training Manager, P.O. Box 8107, Johannesburg 2000. See p. 104 for the course in Clothing Production.

FACTORY GIRL

Requirements: No specific level of scholastic training is required. Factory girls have usually passed Standards 4, 5 or 6. They must have a high degree of hand and finger dexterity as well as eye-hand co-ordination. Women between the ages of 16 and 60 are employed.

Training: In-service training.

Vocational service: There is a great demand for women as factory workers. Manufacturers of confectionery, biscuits and textiles as well as pharmaceutical and cosmetic products employ semi-skilled girls. Since modern factories are auto-

matised to a great extent, the work that has to be done is simple and uncomplicated. The work is actually limited to handling the machines. The duties of a factory girl vary according to the nature of the product being manufactured and handled. A supervisor, one of the workers who has proved herself through faithful service, ensures that the girls do their work smoothly and accurately.

FASHION DESIGNER

Requirements: At least a Std 8 Certificate. Some training schools require a Std 10 Certificate.

Training: The training differs in the various schools of fashion. Training for men and women is the same. The training course of a fashion school in Pretoria is taken as an example. The diploma course extends over one year on a full-time basis and practical as well as written examinations are held in November. On a part-time basis the course extends over two years. A mannequin course is also included.

A National Diploma in Art and Design is issued by the Department of National Education in the specialised fields of Clothing and Textile Design. This three-year course for candidates who hold a Std 10 Certificate is offered by the Technikons M.L. Sultan, Natal, Port Elizabeth, Pretoria, Peninsula; as well as some technical colleges. (See Tertiary training outside universities and career opportunities (1982).

Vocational service: The fashion designer must know what her client expects from her. She must make a sketch of the dress and then adjust the basic pattern to fit the design. The fashion designer who works in a factory designs the dress, makes the block patterns and cuts out the material. Samples of her dresses are approved by the factory and manufactured on a large scale. In some clothing factories single creations are also made. This demands originality from the designer. The stitching of the work is undertaken by trained seamstresses.

Clothing factories and fashion houses employ qualified fashion designers. Only a few persons reach the top of the ladder. It requires perseverance and hard work.

FIBRE-GLASS WORKER

Requirements: No prescribed qualifications, although people with experience in an allied trade or any mechanical experience enjoy preference.

Training: No formal training. Employers are responsible for the training of their own workers. It takes approximately 3 to 6 months to master the basic facets of the work. A short course presented by the Plastics Federation of South Africa consists of one day per week over a period of six weeks or six days' study extending over one continuous week. The admission requirement is a Std 10 Certificate, but Std 8 candidates with 2 to 4 years' experience will also be allowed to follow the course.

Vocational service: Fibre-glass reinforced plastics products are made by reinforcing a synthetic resin with fibre-glass. One of the methods of manufacture is the hand lay-up method which consists of laminating successive layers of polyester-resin and fibre-glass in an open mould. The fibre-glass layers are laid out by hand. The polyester-resin is then applied either with a brush or it can be sprayed on with a chopper-gun unit. The mould itself is usually made of fibre-glass reinforced plastic. Work is carried out indoors, ideally in an air-conditioned workshop, as the curing of the polyester-resin is affected by variations in temperature. The fibre-glass reinforced plastics industry is still in its infancy. Apart from job opportunities in existing factories the person with

drive who can start his own concern stands a reasonable chance of making a succes of it.

FURRIER

Requirements: Persons must be at least 16 years old before they may enrol for learnership in a furrier workshop.

Training: No apprenticeship or formal training schedule exists. Prospective furriers and cutters are trained on the job. Learner cutters undergo training over a period of five years, learner machinists, liners and finishers over a period of four years and learner nailers over a period of three years. Training of the furrier is spread over a period of seven years, during which he learns the details of all aspects of the work.

Vocational service: The furrier may buy the fur himself at the biennial market in London or let agents do it. When a furrier has to make an article, he first discusses it fully with his client, and then he or his designer will draft the pattern. Suitable fur must then be selected and treated in various ways until it is ready to be cut according to the pattern and stitched together. Furriers are employed by large fur firms in Johannesburg, Cape Town, Pretoria and Durban. The furrier with originality and skill may start his own business.

GENERAL ASSISTANT (PRINTING-WORKS)

Requirements: No specific qualifications are required but a Std 6 Certificate will be a recommendation.

Training: In-service training under the supervision of skilled and experienced workers.

Vocational service: The general assistant may be engaged in one or more of the following tasks:

- Cutting of paper to be fed into the printing and perforating machines;
- checking for wrongly folded, damaged or dirty sheets and removing them;
- arranging the parts of books in the correct sequence for binding;
- stapling or sewing the page sections of the books;
- binding and titling books;
- sorting out incorrect book labels, and arranging or stacking them in groups;
- meticulous examining of forms for incorrect wording and sorting them before they are glued together, and
- parcelling and addressing printed matter for despatch.

LEATHER AND IMITATION LEATHER INDUSTRY

Requirements: At least a Std 6 Certificate although this is not always a requirement.

Training: In-service training according to the prescribed syllabus of the National Industrial Council of the Leather Industry of South Africa. The training period varies from 2½ years for unskilled work to 4 years for skilled work. After completion of a trade test, a certificate is issued.

Vocational service: The leather and imitation leather industry is divided into four sections, namely the tanning section, footwear section, general leather-goods section and handbag section. The work involves the preparation of animal skins, as well as the manufacturing of a variety of products out of treated leather, plastic, imitation leather or other materials.

Further information can be obtained from the employers' organisation concerned. See p. 129 for the address.

LINESMAN

Requirements: At least 17 years of age with a Std 8 or N1 Certificate. The applicant must have technical skill, must have obtained success in an aptitude test and must not be colour-blind.

Training: In-service training that extends over a period of 6 months, after which the applicant starts working as a learner-linesman.

Vocational service: Linesmen in the service of Escom for example, perform a variety of tasks such as the planning and delegating of instructions; supervision of the erection and framing of wood and steel structures; supervision of the installation of power lines; occupational safety of all the workers and the effective use and maintenance of the vehicles.

Further information is obtainable from the Personnel Department of Escom and other similar enterprises.

LOCKSMITH

Requirements: Std 8 Certificate. Excellent eyesight; the ability to work with people; concentration and accuracy are essential.

Training: Beginners receive their training under the supervision of a qualified locksmith. After a probation period of 3 months a beginner can be registered as a learner and after five years' training he is recognised as a qualified locksmith by the Industrial Council for the Iron and Steel Industry. There is no examination or prescribed training course, but technical colleges and technical institutes offer courses in woodwork, sheetmetal work and welding that can be of great benefit to a locksmith.

Vocational service: It is only in exceptional cases that the locksmith has to make a lock himself. Most locks and keys are manufactured in factories and afterwards fitted to doors. The locksmith is mainly concerned with the opening of locks, repair work and the making of keys and duplicate keys.

MACHINE WORKER

Requirements: Manual ability is more important than academic training. Literacy is not necessary, but good eye-hand co-ordination is important. For certain types of machine workers some reading and writing ability is needed. In the extrusion field in the plastics industry machine workers must be able to measure accurately.

Training: In-service training.

Vocational service: The machine worker is an operator of a machine which is used to produce a satisfactory finished article.

METAL AND ARTIFICIAL RESIN PROCESSING IN THE MOTOR INDUSTRY

Requirements: The most important qualities that these industrial workers should have are manual dexterity and insight into technical and/or mechanical apparatus. No particular academic qualifications, although a certain level of skilled training is a requirement in certain posts.

Training: In-service training. In some organisations the orientation courses are handled by training officials. There is an urgent need for trained technicians and artisans, as well as administrative and managerial personnel.

Vocational service: Artificial resin and plastics products are beginning to predominate in the consumer market. Vehicle manufacturing includes, inter alia, the manufacturing and assembling of cars. light trucks and lorries. There are job opportunities in all metal and plastics industries. Most employers offer opportunities for further training. Persons with sufficient training can consequently be promoted to supervisors.

Further information can be obtained from the Afrikaanse Handelsinstituut, the Steel and Engineering Industries Federation of SA (SEIFSA), as well as from the National Industrial Council for the Motor Industry and the Plastics Federation of South Africa, the addresses of which appear on p. 154.

POTTERY AS HOMECRAFT

Requirements: No particular academic qualifications. A course of a few months is sufficient for practising this artistic trade at home. An artistic talent, manual dexterity, spatial insight and patience are some of the important qualities.

Training: Several persons present private courses which last 2 to 3 months. Technical colleges offer pottery as a cultural enrichment course if there is a demand for it in the particular area.

Vocational service: Persons who practise pottery create earthenware from clay. The prospects in the pottery trade are good as there will always be a demand for earthenware. Anyone, even the blind and weak-sighted can practise this homecraft. The initial capital lay-out for the purchasing of the potter's wheel and the oven can, for example be recovered by giving lessons. Further information can be obtained from the different technical colleges, technikons as well as the Association of Potters of Southern Africa, 485 Alexander Street, Brooklyn, Pretoria 0181.

PRODUCTION WORKERS

Production workers are concerned with the production of iron and steel as well as by-products and the supplying of production facilities such as steam, electrical power, oxygen, etc.

Iscor is a fully integrated steel industry with several mines which are responsible for supplying raw materials, and three plants where a wide range of steel products and by-products are manufactured. The production processes vary to such a degree that the duties of the production workers in the various divisions are also very dissimilar.

Requirements: At least 16 years old; success in an aptitude test; have a personal interview and a medical examination.

Training: An induction course is followed by further training and explanations by the various supervisors. Production workers may also acquire higher qualifications through technical colleges or correspondence colleges.

Women are beginning to play an increasingly important role and are already being accepted as production workers.

Vocational service: It can be stated in very broad outline that the production worker

- works partly with his hands;
- is appointed to a post for which, at first, he needs no specialised knowledge, but in which he receives training to perform his task, and
- is normally directly concerned with production.

The nature of the work varies from partly clerical work in offices to manual labour in the open air.

The following are a few examples of typical production work:

- Billet Provider: The billet provider is only one of several posts in the rolling industry. His task is to provide billets for the roller. The equipment he uses consists of a calculator, pencil and paper and billets. (A billet is a steel bar which is turned into a product.)
- Crane Driver: At the beginning of his shift, the crane driver must test the crane with which he is going to work and report all defects. He then receives oral instructions from the foreman and loads, packs, moves and sorts the materials with the assistance of the signaller.
- Diesel Loco Driver: His main task is to drive a locomotive for the transportation of ore, materials, spare parts, etc., through the plant. He receives his instructions orally or by radio. His material and equipment consist of a diesel locomotive, rolling material and a radio.
- Shearman: His main task is to supervise the cutting of steel in the required lengths, as well as inspecting it. His tools consist of the usual safety equipment as well as gloves, a hook and a tape measure. He checks the lengths required and then sets the stop-block in accordance with the measuring board.

PROOF-READER (PRINTING-WORKS)

Requirements: No specific level of scholastic training is required. Employees are selected.

Training: In-service training. Prospective proof-readers work under the supervision of skilled and experienced workers.

Vocational service: Proof-readers must have an aptitude for both Afrikaans and English. They check the proof-copies (preliminary print) and point out the faults, for instance faint letters, incomplete sentences, incorrect word and letter sequence, spacing of words, etc. Proof-readers may also undertake a wide range of responsibilities within the printing-office.

QUALITY CONTROL INSPECTOR (MOTOR INDUSTRY)

Requirements: Although preference is given to persons with a Std 8 Certificate, persons with a lower qualification and persons from special schools can also be considered. The prospective quality control inspector should have a good colour discrimination ability as he is tested for this. Candidates must also be observant and of sound physical health.

Training: In-service training.

Vocational service: The task of the receiving quality control inspector is chiefly to check the quality of ordered spare parts that are installed in a motor vehicle. The manufacturing quality control inspector works in the factory where he has to supervise the various phases of the motor manufacturing process. This is a suitable career for those who are not able to follow a suitable apprenticeship, but are nevertheless interested in technical work. Further information can be obtained from the National Industrial Council for the Motor Industry. The address appears on p. 141.

SUBSTATION CONSTRUCTOR

Requirements: At least a Std 6 Certificate, 17 years of age and must have passed in an aptitude test.

Training: Pupil substation constructors receive 6 months in-service training. Knowledge and experience are gained in the following fields: fire fighting, security measures, first aid, high tension regulations and basic electricity.

Vocational service: The substation constructor has to construct substations throughout the country, equip them with the necessary apparatus and see to the maintenance. Escom is responsible for nearly all substations in South Africa. Because of the ever increasing need for electricity, there is a demand for substation constructors.

Further information can be obtained from the personnel section of Escom's main branch in Johannesburg. The address appears on p. 154.

TRACTOR DRIVER

Requirements: No specific academic qualifications. Some employers require a Std 6 Certificate and candidates must be physically fit and at least 18 years of age.

Training: In-service training. A tractor driver e.g. in the employ of Escom is also instructed in safety measures during his training for the internal examination for drivers of Escom.

Vocational service: He performs a wide variety of tasks such as grass cutting, general refuse removal and the transportation of goods.

WATCHMAKER

Requirements: Manual dexterity is very important. Eye-sight must be excellent. A certain degree of mechanical insight and aptitude is also important. The minimum school qualification is a Std 8 Certificate.

Training: Full-time for three years at the Vlakfontein Technical High School, Mamelodi. The duration of the course at the Avalon Watchmaker's School in Johannesburg is one year. The Swiss Watchmakers' Association presents refresher courses from time to time.

Vocational service: The watchmaker's job consists mainly of repair work. Repair work can, for example include the replacement of a watch-case or a broken watch-hand. These parts can be ordered from an agency or from the overseas manufacturer. The adjustment of a watch that gains or loses is also one of the watchmaker's tasks, as well as the cleaning of watches. The watchmaker usually works for a jeweller where watches are handed in for repair. It is sometimes necessary that a part that must be replaced has to be manufactured by the watchmaker.

WEAVER

Requirements: No academic qualifications, but manual dexterity is required.

Training: The SA Wool Board, in collaboration with the Department of National Education offers week-long courses. Weavers' guilds across the country organise courses for their members.

Vocational service: The processing of cotton that consists of natural as well as synthetic fibre, into material. From this cushions, dressmaterial, carpets, tapestries, etc. are manufactured.

WORKERS IN A CIGARETTE AND TOBACCO FACTORY

Requirements: At least 15 years old. Married females are also employed. Reliability, accuracy and speed of perception are necessary.

Training: Factories prefer to train their own workers.

Vocational service: Manufacturing cigarettes and pipe tobacco is a process which requires the services of different kinds of workers. Employment opportunities in this industry are generally favourable.

WORKERS IN A COFFEE FACTORY

Requirements

- Despatch Clerk: A Std 8, 9 or 10 Certificate and must have administrative ability.
- Packer: At least 16 years old and must be able to work fast. A good eye-hand co-ordination is required.
- Roaster: A Std 8 Certificate. A reliable memory and a good eye for colour for distinguising the different types of beans is important. Because of the predominant mechanical nature of the process, a degree of mechanical perception is desirable.
- Storeman: At least a Std 8 Certificate since he has to keep an accurate account of the supplies. A good memory is also an indispensable quality.
- Stores Assistant: A Std 8 Certificate. He supervises the packers.
- Other workers: A Std 8 Certificate.

Training: In-service training.

Vocational service: Coffee is regarded as South Africa's national drink. Coffee beans are graded according to taste,weight and size and transported in bags to the factories to be roasted, ground and mixed. The storemen, roasters and mixers do a lot of standing and walking while the packers sit or stand in performing their duties. The despatch clerk is responsible for despatching the products. He checks all goods which have to be cleared, organises the delivery staff, obtains signatures for deliveries and supervises the delivery vans.

E. SALES AND RELATED CAREERS

AUCTIONEER

Requirements: At least a Std 8 Certificate and preferably bilingual. A knowledge of any other language is a recommendation. The auctioneer must have a steadfast character, a good inflection of voice, figure dexterity, a good sense of humour and knowledge of people.

Training: In-service training. The school-leaver joins a well-established auctioneering firm where he does clerical work in order to qualify as a market assistant. Hereafter he acts as a sales clerk for approximately two years.

Vocational service: The auctioneer undertakes on behalf of the owner to sell any article to the highest bidder. He acts as a mediator between the seller and the buyer, who usually do not have contact with each other. As a result of the auctioneer's specialised and detailed knowledge, he is often consulted by appraisers and liquidators of estates. Many auctioneers train themselves as appraisers.

ESTATE AGENT

Requirements: No specific qualifications are required, although a Std 10 Certificate will be a recommendation, but bilingualism and honesty are essential.

Training: According to legislation, all agents who join this profession after

May 1980, must have taken a course for estate agents, at a technical college before they may register as estate agents.

Vocational service: They sell properties on behalf of sellers, after collecting the necessary information. They must at all times act impartially.

FLORIST

Requirements: Must love flowers and plants. Equally important are qualities such as patience, artistic talent and originality. The florist must have a good sense of colour and must be able to do flower arrangements. She must be familiar with business methods and salesmanship.

Training: In-service training. Most of the technical colleges and institutes offer short courses in flower arrangement.

Vocational service: A florist works mainly with flowers which she receives from the nurserymen and she thus forms a link between the nurseryman and the buyer. The various types of flowers must be treated by various methods. The florist must be conversant with the needs and desires of the public. Apart from the design of shoulder-sprays, bouquets, and flower arrangements in holders, the florist is also responsible for her own windowdressing. One of the more specialised aspects is the design and making of bridal bouquets. The construction of wreaths also requires a special technique. The duties of a florist are in many respects similar to that of a shopkeeper. Interflora, an international association for florists, enables florists who are members of the association to arrange for flowers to be sent to practically any part of the world.

MANNEQUIN AND/OR PHOTOGRAPHIC MODEL

Requirements: No specific academic training. Mannequins who are between 1,60 m and 1,70 m tall have no difficulty in finding work. The photographic model must be very photogenic. Only the person with a neat, slender figure and plenty of energy will possibly attain success in this career.

Training: Mannequins are trained in the larger centres on a full-time or part-time basis for a period of 2 to 3 months. The course includes, inter alia, the following aspects: Self-development, self-confidence, poise and elegance, deportment and figure improvement, personal care, make-up and skin care, wardrobe planning, business etiquette, gracious living as well as modelling. When a model has completed her training, her agent (usually the place where she received her training) sends her to the various photographers to have test photographs taken. There are training schools in Durban, Johannesburg, Cape Town and Pretoria. After a woman has been trained as a mannequin and photographic model she can be registered as a professional mannequin. The prospective photographic model and mannequin is required to follow both the photographic model and mannequin courses, as the most important thing about modelling in South Africa is versatility.

Vocational service: The mannequin's most important task is to display the latest fashions and to bring them to the notice of prospective buyers. In the Republic most mannequins do part-time modelling which usually lasts from two to four months at a time. Mannequins mainly work in the showrooms of shops and clothing factories. Fashion parades are often held to collect funds for charity. The scope of this career is extending systematically and prospects for mannequins are consequently also improving.

SALES REPRESENTATIVE

Requirements: Academic qualifications, especially in the field in which the firm specialises, are a strong recommendation. Selection of applicants is done

according to the qualities required for success in a specific organisation. No specific level of education is required.

Training: In-service training.

Vocational service: The sales representative has to bring new products to the notice of possible buyers as quickly as possible. A sales representative usually serves a defined territory. He must know his products well and must have all the samples, price lists, illustrations and so forth available to show the prospective buyers. He must be a good judge of people and be able to handle each possible client so that he may win his co-operation and goodwill. Income depends on the type and the size of the firm which employs him. Because the sales representative is an independent worker his success depends on his competence and dedication. His income depends on a basic salary supplemented by a commission.

SHOP ASSISTANT

Requirements: Vary from shop to shop; most of them require a Std 8 Certificate. Book-shops prefer a Std 10 Certificate or a higher qualification.

Training: Practical experience. Some large shops offer a training programme. Normally assistants are trained for two to three weeks before commencing their duties.

Vocational service: Must have a thorough knowledge of the articles they sell; assist clients in their choice; confirm whether the client is going to pay cash or whether he has an account; make out slips and pack the articles. The shop assistant may progress to head of a department and even to branch manager. Further information may be obtained from the personnel managers of departmental stores and supermarkets as well as from the owners of smaller enterprises.

TRAVEL AGENT

Requirements: No specific educational standard, although someone with a Senior Certificate would be better equipped for the job than a person who has only a Std 8 Certificate. A wide general knowledge of geography and fluency in different languages are assets. Bilingualism is essential.

Training: In-service training. During the first 12 to 18 months of training beginners work mostly with files in order to acquaint themselves with the work. At some travel agencies an examination is written at the end of the first year. After the learner travel agent has obtained sufficient basic knowledge, he may serve the public. International airlines often organise special tours to different countries for the training of travel agents and they invite travel agencies to send representatives on the tours.

Vocational service: Travel agencies arrange tours for individuals as well as for groups of people. The agencies do not charge the tourist for their service as their income is provided by the commission paid by the railways, airlines and hotels. The travel agent helps a client to plan a tour, arranges for accommodation and undertakes the necessary bookings.

Most technikons offer courses in tourism. See Tertiary training outside universities and career opportunities. 1982.

F. SERVICE CAREERS

AMBULANCEMAN

Requirements: A Std 8 Certificate, a heavy vehicle driver's licence, physical

fitness; must be at least 18 years of age; must be able to lift a weight of at least 68 kilograms. He must have extensive knowledge of first aid, be a sympathetic and a responsible level-headed person. Ambulancemen must be members of a recognised first-aid organisation.

Training: He is thoroughly trained in first aid and he must pass an examination annually. The new ambulanceman is usually sent to the scene of an accident with a veteran.

Vocational service: The first and most important duty of the ambulanceman is to save the life of the seriously injured person by applying first aid where necessary and then to transport him to the hospital immediately. At the scene of the accident the injured may first have to be treated, for example, by stopping any bleeding, applying artificial respiration and putting broken limbs in splints.

ANIMAL KEEPER (ZOO)

Requirements: At least a Std 8 Certificate or equivalent. An agricultural school background is a recommendation.

Training: In-service training by the professional staff.

Vocational service: The actual zoo-keeping staff consists of professional and non-professional workers. The professional officers are assisted by a group of officers known as animal keepers. They are responsible for the supervising and feeding of animals, and the cleaning of cages and enclosures. The role these workers play is important since they are in continual and direct contact with the animals in their sections. They are expected to take a keen interest in their charges and to record interesting behaviour sequences displayed by the animals. They must thus have acute observational powers and be able to achieve rapport with the animals.

BUS WORKER (MAN OR WOMAN)

Requirements: At least a Std 6 Certificate and at least 21 years of age. Candidates in possession of a heavy vehicle driver's licence will receive preference.

Training: At least 4 weeks. One week theoretical and three weeks' practical training in the handling of a vehicle and also with regard to road signs, handling of money and tickets, routes, etc.

Vocational service: Since most transport services no longer distinguish between bus driver and bus conductor, the bus worker does both the driving and the receiving of the bus fares.

His work entails the following:

- He transports passengers by bus in town or to the suburbs and receives bus fares at the various boarding points. Thus he has to know the routes, tariffs, the number of passengers allowed on the bus, etc.
- He helps the blind, the mothers, and the aged in and out of the bus.
- He collects property left behind on the bus and hands it in for safe keeping.
- He checks buses before departure for defects in the brakes, lights, windscreen wipers, etc.
- He fills in a detailed passenger statistics card.

Employment possibilities are ample for the responsible and careful worker. Bus workers are promoted on merit to the position of inspector in the various divi-

sions of the transport service, such as bus worker inspectors, training inspectors and information inspectors at enquiry offices.

CIVIL DETECTIVE

DIPLOMA IN CIVILIS (S.A. (D.C. (S.A.))

Requirements: Only students who have a Std 8 Certificate or equivalent and are at least 18 years old.

Training: Takes place by means of a correspondence course offered by the Veritas College for Occupational Training. The course may be completed over an average period of 46 weeks of study through correspondence.

Subjects

Legal Civilology
Law of Evidence and Civil Law
Principles of Civil and Criminal Identification
Commercial Intelligence
Civilological Intelligence
Civil and Criminal Investigations

A candidate for the examination does not have to pass all six subjects at the same time. The subjects may be written three at a time and credit is given for each subject passed, until all the subjects have been completed. The Diploma course is offered in Afrikaans and English.

Vocational service: The field of work of the professionally qualified detective includes the whole private sector. There is a great demand for civil detectives, factory detectives, shop and hotel detectives, company and insurance detectives as well as security personnel. The only difference between the civil detective and the crime detective is that the former investigates matters falling under the civil laws while the police detective undertakes investigations falling under the criminal law.

Further particulars can be obtained from the Registrar, Veritas College, P.O. Box 1066, Bloemfontein 9300 or from the South African Police.

COOK

Requirements: At least a Std 7 Certificate, although a Std 8 Certificate is usually preferred.

Training: Three years in-service training in the kitchen.

Vocational service: Comprises the preparation of food for large hotels, restaurants and organisations such as the South African Transport Services. See also p. 57.

CRÈCHE ASSISTANT

Requirements: Need not have any particular academic qualification, but should be patient with small children. The most important requirements is that she should be interested in them and also love them.

Training: In-service training.

Vocational service: Women who run crèches are usually qualified nursing sisters. Assistants care for and train small children, usually between the ages of 1 and 6. The work is often tiring and she must thus be strong and healthy.

DOMESTIC STAFF (ASSISTANT, COOK AND MATRON)

Requirements: At least a Std 6 Certificate and 18 years old. Girls who have attended a domestic science high school are usually preferred, although other candidates are not excluded.

Training: Experience and knowledge are gained in-service and under the guidance of the matron. Short courses in the preparation of food and first aid can be of value.

Vocational service: The domestic staff consists of those women who carry out the domestic duties in hostels and children's homes. They are responsible for the serving of meals and upkeep of the household linen.

The assistants help with the preparation of food, e.g. making the sandwiches, salads, puddings, etc. and supervising the unskilled labourers who do the washing up and prepare the vegetables. The assistants have to look after the linen e.g. collect the soiled linen, hand out clean linen, do the mending and control the stock.

It is the cook's duty to keep records of all the requirements, purchases and consumption in the kitchen. She compiles the menus, organises the kitchen staff and submits regular reports.

An assistant with the necessary ability may progress to the post of matron.

Training: No formal training.

Vocational service: The matron bears all the responsibility for the hostel's domestic affairs. She is, inter alia, responsible for the meals, the cleanliness of the building, taking stock, laundry and so forth. She is also the nurse of the hostel. Her work is of a supervisory nature while she is in charge of assistants, cook and servants who execute her orders.

DOORMAN AT THE CINEMA

Requirements: At least a Std 7 Certificate. Should be physically fit.

Vocational service: Doormen take tickets at the entrance to the cinema and are responsible for various duties during and after the shows.

FIREMAN

Requirements: At least a Std 8 Certificate and 18 years of age. Candidates with higher qualifications are, however, preferred. Candidates must be strongly built.

Training: Beginners have to take different courses that last about 3 months. To be more competent, a fireman could write five examinations of the South African Fire Services Institute.

Candidates who have passed the Fireman's Examination of the SA Fire Services Institute may be admitted to the course for the National Diploma in Fire Technology offered by the Technikon Pretoria (see Tertiary training outside universities and career opportunities (1982)).

Vocational service: The most important task of a fireman is to protect life and property. To be able to do this, he has to know how to use his equipment and he has to attend regular fire brigade exercises and lectures. When the fire brigade arrives at the scene of a fire, the officer decides on the best techniques to extinguish it. He decides whether they should use hosepipes or whether they should use chemicals only. A few members of the crew connect the fire-hose to a hydrant, others prepare the chemicals while the rest have to attend to people in danger. After the fire has been extinguished and the firemen are back at the fire station, they have to prepare the fire engine for the next call. (See also Fire Officer, p. 32.)

FUNERAL DIRECTOR

Requirements: Need not have any particular school qualifications. Personality and qualities of character are the important attributes required. Must be bilingual.

Training: In-service training. Generally it takes 3 years before a person is thoroughly qualified in all the different aspects.

Vocational service: The funeral director undertakes all the arrangements in connection with the funeral. He and/or his assistant drives the car of mourning and the hearse. Corpses must be fetched at the hospitals, houses, etc. and taken to the mortuary of the funeral director's business. The funeral director must know the ceremony and the procedures to be followed at each funeral. In consultation with the minister and members of the family, he is responsible for drawing up and handing out the funeral programme. The funeral director must also be acquainted with the practices of the various church denominations. After the funeral he must supervise the clearing up of the stand, the closing and the tending of the grave.

HEAVY VEHICLE DRIVER

Requirements: At least 18 years old with good eyesight, reaction time and sound power of judgment. Must hold a heavy vehicle driver's licence.

Vocational service: The nature of the work depends on the firm or undertaking. The road transport service of the SA Railways delivers packages, products and a wide variety of articles to remote country areas as well as urban centres. Heavy vehicle drivers employed by furniture cartage contractors are responsible for loading and unloading as well as packing the furniture. Various Government Departments also employ heavy vehicle drivers. There are also a number of smaller transport contractors as well as persons who own their own trucks and thus work for themselves.

HOSPITAL PORTER

Requirements: Std 6 Certificate. Must be fairly bilingual, physically fit and must have common sense. He must not be afraid of the sight of blood as he often comes into contact with patients who have been seriously hurt in accidents. He must also handle corpses.

Training: In-service training.

Vocational service: Porters are mainly responsible for transporting patients from the wards to the various divisions of a hospital. The nature of the porter's work differs according to the division in which he is working. In the casualty division he is reponsible for transferring the patients from the ambulance stretchers to the trolleys. Patients who are in a very critical condition, however, have to be taken to the operating theatre on the stretchers. Porters in the out-patients division often have to hold patients who are difficult to control while the doctors or nursing staff are treating them. Porters who work in the theatres must transfer the patient from the theatre bed on to the operation table. In the orthopaedic division the porter has to cut away the plaster of Paris from the limbs. In the wards it is the porter's task to assist with the preparation of male patients for operations. The porter also has to take the corpses to the mortuary. A porter can progress to senior porter and head porter.

HOTEL EMPLOYEES

Requirements: Std 6 Certificate and must be bilingual; should like people and be friendly and co-operative.

Training: In-service training.

Vocational service: Hotels offer a variety of opportunities to young men who may be employed as barmen, cooks, wine stewards, waiters, pages, general maintenance men, drivers, etc.

JOCKEY

Requirements: Std 6 Certificate. Prospective jockeys must be 14 years old and weigh approximately 32 kg. Persons with a heel-to-knee measurement of 432 mm (17 inches), who are strong and physically fit will receive preference. Eyesight must also be perfect. It is not necessary for applicants to be good horsemen. They acquire the art during their training.

Training: The only existing training centre in South Africa is Hamilton Lodge "Jockeys Academy" at Summerveld, Shongweni. The school is under the joint control of the Department of National Education and the Jockey Club of South Africa. Applicants must apply to the Jockey Club. All pupil-jockeys sign a contract which is binding for the five years of their training. During his free training the pupil-jockey receives theoretical as well as practical tuition. It is compulsory for pupil-jockeys to progress to the academic level of Std 10. After class attendance they receive practical training in the grooming of the horses, etc. After completion of 6 to 12 months' training the pupil-jockey is assigned to an approved trainer although he is still under the care of the school.

Vocational service: A jockey spends the greater part of the day on the horse's back. His work consists mainly in that he hires out his professional services as horseman to horse owners so that their horses may participate in public races. He must assist with the training of the horses, the breaking in of young horses and must get to know the horses. The jockey is not only paid well, but receives a great deal of praise for his work. Further information can be obtained from the Jockey Club. See p. 154 for the address.

LIBRARY ASSISTANT

Requirements: A Std 8 Certificate or equivalent.

Training: In-service training.

Vocational service: He/She is responsible for replacing used books, pamphlets, magazines and other literature on the shelves.

MASSEUR

Requirements: Std 8 Certificate.

Training: Most health and beauty salons offer training courses which may be quite extensive for masseurs are expected to have a concise knowledge of the structure of the body.

Vocational service: Masseurs work in health and beauty salons, performing massages for health and beauty purposes.

MEDICAL APPARATUS TECHNICIAN

Requirements: Preferably a Senior Certificate although a Std 8 Certificate will also be considered.

Training: Practical training in the workshops of Provincial Hospitals includes instruction in the handling of electromedical and surgical apparatus and instruments; the repair, function and application of these instruments; machine tools such as drilling machines, lathes, etc; testing equipment for these apparatus and instruments; maintenance and repair of anaesthetic and respiratory

equipment, etc. These technicians are required to take a course in approved subjects.

Vocational service: The technician is responsible for the repair and maintenance of a wide range of medical and surgical apparatus and instruments.

NURSING

(i) ENROLLED NURSE

Requirements: Std 8 Certificate. A Std 8 Certificate (Practical) is not accepted. A Std 10 Certificate (Practical) will be accepted on condition that the candidate has passed an ordinary Std 8.

Training: Extends over a period of 2 years. On successful completion of the final examination, they can be registered with the SA Nursing Council as enrolled nurses.

The training of nurses in the RSA is controlled by the SA Nursing Council, the statutory body which lays down the requirements for the training and examinations. Training and examining are conducted in the official language of the candidate's choice. Lectures, demonstrations, etc. are given at fixed times in modern well-equipped nursing colleges, while practical clinical training is received in the wards and sections of training hospitals.

Vocational service: The enrolled nurse does useful work as a member of the health team by assisting the general nurse with less specialised tasks. She always works under the supervision of a nurse or a doctor. Enrolled nurses make beds, feed patients who are unable to feed themselves, answer bed-bells, prepare baby food, feed the babies, etc. If the enrolled nurse passes her examinations she may commence the three-year training course of a general nurse.

Further details are obtainable from: The Secretary, SA Nursing Association, Private Bag X105, Pretoria 0001.

(ii) NURSING ASSISTANT

Requirements: Std 6 Certificate and good health. Candidates in possession of a Std 8 or Std 10 Certificate (Practical) may also apply.

Training: The course extends over 6 months. Training is centred round the patient and is offered mainly in hospitals. After the candidate has passed the examination she receives a certificate which acknowledges her as a nursing assistant with the South African Nursing Council.

Vocational service: The nursing assistant attends to the basic nursing procedures and essential care of the patient.

PROJECTIONIST

Requirements: Std 8 Certificate. Must be physically fit. Success depends greatly on his sense of responsibility and punctuality.

Training: After 3 years of practical training by his employer, the projectionist obtains a cinematograph licence which is issued by the municipality of the area concerned. He must have an elementary knowledge of first aid in case of emergency. He must acquire knowledge of the electrical and wiring regulations as regards cinemas and theatres, as well as the techniques concerning the electrical apparatus. General knowledge of the fire regulations is also required.

Vocational service: The projectionist works in the projection room of the cinema. He must see to it that the projectors are clean before the rolls of film

are placed in them in the correct order. He must select the musical records which he must play before the show. He also controls the illumination and the drawing of the curtains. The air-conditioning is also one of the tasks. He must be acquainted with the mechanism of the projectors so that he can handle repair work.

SHAMPOO LADY

Requirements: Minor girls. No high academic qualifications necessary.

Training: In-service training.

Vocational service: An excellent employment opportunity for girls who cannot compete with the better qualified school-leavers and who do not qualify for entering apprenticeship in hairdressing. They can progress in such a way that later on they may be reconsidered and thus be able to obtain exemption from the minimum prescribed educational qualifications and undergo apprenticeship and become fully fledged hairdressers.

SWIMMING BATH SUPERINTENDENT

Requirements: At least a Std 8 Certificate. An applicant must be in possession of an approved life-saving certificate and a first-aid certificate. He must be friendly yet firm and absolutely physically fit, a strong swimmer and must maintain a high moral standard.

A life-saving certificate may be obtained by passing one of the group tests of the South African Life Saving Society. To obtain a first-aid certificate persons attend classes of the Suid-Afrikaanse Noodhulpliga and pass the examinations.

Training: In the larger centres in-service training is provided with regard to the testing of the water and the checking of the money that had been collected.

Vocational service: The swimming bath superintendent is responsible for the swimming bath and the buildings on the premises. With the aid of chemical tests he must test the water regularly and see to it that the filtration unit is in good working order. He must act as supervisor, life-saver and first-aid officer and he must see that the money balances each day. During the winter months he must supervise the painting of the buildings, see that the swimming bath stays in a good condition and that the general maintenance services are carried out. He is also responsible for arranging and organising championships such as water polo matches where, for example, he must see to the measuring off of the playing field. Employment opportunities are exceptionally good for nearly every town has its own swimming bath and each city maintains a whole number of swimming baths.

USHERETTE/USHER

Requirements: A Std 7 Certificate is preferred. Has to be neat, friendly and helpful; courteous to patrons at all times and must be able to deal diplomatically and tactfully with people. She must be reliable, physically fit and be able to work with money.

Vocational service: Ushers and usherettes show cinema patrons to their seats and sell refreshments during intervals. After the show has commenced, the usherette remains on duty inside the theatre to render assistance to anyone who becomes ill during the show, or anyone who has to leave the theatre during the show. If at any time, fire should break out in the theatre the usherette will notify the manager by means of a code word, and immediately open the emergency exits to the theatre and direct the patrons out of the theatre without causing

panic. After the show the usherette opens the doors of the theatre and assists elderly people in leaving the theatre. An usherette may become a cafeteria attendant or cashier and later a cafeteria supervisor, or even a ticket office cashier if she proves herself able to handle money.

G. OTHER CAREERS

AGRICULTURIST

Requirements: No formal training. Agricultural colleges require Std 8 or a Senior Certificate, with a minimum age of 16 years.

Training: There are various agricultural colleges situated in the agro-ecological regions of South Africa. The colleges offer special courses varying from a few weeks to 3 months in duration. Short courses lasting from a few days to a week are also offered, mainly intended as refresher courses.

1. THE DEPARTMENT OF AGRICULTURE

DAIRYING : GLEN COLLEGE OF AGRICULTURE, OFS

In addition to various short courses which are offered annually, the College offers two special courses, namely a Diploma Course in Dairying and a five-week course in Sheep and Wool.

DIPLOMA IN DAIRYING

Requirements: Applicants must be in possession of at least a Standard 8 Certificate and at least 16 years old.

Training: The course comprises an Introductory Course and an Advanced Course, each of which extends over 17 weeks. The two courses must be taken in successive years. In the period between the courses the candidate must work in an approved dairy factory or institution and must submit a satisfactory report on the work undertaken there within 14 days of the commencement of the Advanced Course.

Subjects

The Introductory Course: Milk, Cream, Analyses, Microbiology, Animal Husbandry, Engineering, Chemistry.

Advanced Course: Cheese Making, Butter Making, Other Dairy Products, Economics.

Three short courses, namely Milk Testing, Cream Testing and Cream Grading are included in the Diploma Course and students who pass these sections will be issued with the relevant certificate.

FIVE-WEEK COURSE IN SHEEP AND WOOL

Requirements: Applicants must be at least 18 years of age. Applicants who have had continuous post-school experience on a sheep farm, or who possess a diploma from a college of agriculture will receive preference when candidates are selected for enrolment.

Training: The course is offered during the months of March/April.

Syllabus: The syllabus is divided into various sections on which examinations are set.

I Sheep Theory
  Wool Production (the Merino)
  Mutton Production
  Breeding
II Wool Theory
III Feeding and Management of Sheep
IV Hides and Skins
V Practical Work with Sheep
  Sheep
  Wool

2. THE DEPARTMENT OF CO-OPERATION AND DEVELOPMENT

The requirement for appointment as Agricultural Officer is one of the following:

- Junior (or equivalent) Certificate and a one-year agricultural diploma, plus 4 years' experience.
- Junior (or equivalent) Certificate and a two-year agricultural diploma, plus 3 years' experience.
- Senior (or equivalent) Certificate and a one-year agricultural diploma, plus 2 years' experience.
- Senior (or equivalent) Certificate and a two-year agricultural diploma, plus 1 year's experience.

The requirement for appointment as pupil agricultural officer is a Junior (or equivalent) Certificate.

Candidates must apply at the Department for appointment and to be trained as pupil agricultural officers. Before the training commences, candidates must enter into an agreement with the Department to serve the State for at least three years after the successful completion of their training. During their training they receive their full salaries. Training takes place during official working hours and extends over a period of three years.

The student official is at first sent to a college for his theoretical training, depending on his choice of training, the Technikon Pretoria or the agricultural colleges for Whites. For the remainder of the three years of training he receives practical training at the Agricultural Advisory Services Branch of the Department.

After the successful completion of the three years' training, the pupil agricultural officer is promoted to agricultural officer.

Students can follow the following courses:

- Agricultural Research - Zoology
- Agricultural Research - Botany
- Soil Planning
- National Diploma in Agriculture.

Agricultural officers are responsible for a variety of agricultural matters in the Black areas. The agricultural officer can in all respects be regarded as the farm manager of his district or area. He is responsible for agricultural planning, advisory work, schemes to combat soil erosion, and soil reclamation work. He must be able to supervise and report on all agricultural activities and development in his area. He is in charge of the district office of the agricultural department of the relevant Government service and he undertakes the in-service training of Black technicians.

On completion of their training, officers are allocated for extension work on request of the Black states.

Further information can be obtained from the two departments concerned.

Vocational service: South Africa is a very important producer of food and the demand for well trained agriculturists is good. The two major types of farming are crop farming and stock-breeding. Farmers can farm their own land, rent land or can be part of a crop-sharing system. A manager or foreman for the owner of a farm is also a possibility.

DIVER

According to the type of breathing apparatus used, divers are classified as follows:

- Skin diver: Uses no breathing apparatus. He depends on his own ability to remain under water. His equipment consists mainly of flippers, a mask and a snorkel.
- Conventional helmet diver: Relies on his air supply by means of a rubber hose which carries air (gas) from the surface. He is dressed in a waterproof rubber suit, heavy boots and a helmet.
- Scuba diver or self-sufficient diver: He uses a self-contained underwater breathing apparatus (scuba) which enables him to function independently under the water. More generally known as an aqualung diver or a free diver. He uses flippers, a rubber suit and an aqualung.
- Surface-dependent diver: A combination of helmet diving and scuba diving. Gas is supplied to the diver from the surface through a compressor. The diver wears a light diving suit and flippers so that he is more mobile.

Diving comprises the following:

- Scientific diving: For the purpose of archaeological, oceanographical, mineralogical and biological surveys under water; also includes specialised tasks such as the testing of apparatus and equipment. Diving is undertaken by the scientists themselves, for example to collect samples and to take films underwater.
- Commercial diving: Exploitation of raw materials and food resources on the seabed or for developing methods to prevent water pollution.
- Industrial diving: Construction, repair and maintenance of pipelines, ships, harbours, dams and other underwater equipment.
- Military diving: South African Navy.
- Private or amateur diving: Hobby.

Commercial and Industrial Diving

The commercial and industrial divers are professional divers who come within the jurisdiction of the Factories, Machinery and Building Work Act, 1941 (Act No. 22 of 1941).

Requirements: At least 20 years old; good character and behaviour; must hold a valid certificate of fitness. If he is a minor he must have the written consent of his parent/guardian to register as a learner diver.

Training: Learner divers may be trained as divers at one of the three recognised diving schools to be able to be registered:

- South African Diving Services (Pty) Ltd, Durban
- Undersea Associates (S.A.) (Pty) Ltd, Durban
- Christiani and Nielsen, Cape Town.

The examinations for registration certificates consist of two parts, viz Part A: Practical, and Part B: Theory. All industrial and commercial divers must sit for this examination before they can enter this career.

Diving clubs such as the South African Underwater Union offer courses for private or amateur purposes.

This training is, however, not recognised under the Factories, Machinery and Building Work Act.

Vocational service: At present there are excellent employment opportunities for commercial and industrial divers at factories and industries which undertake building and other work underwater. The SA Transport Services also appoint divers along the coastal areas.

Professional divers may sit for examinations to improve their qualifications and thus become diving instructors and then diving supervisors.

The South African Navy

Requirements: Divers are selected on a strict basis. Candidates must undergo a rigorous swimming test, a medical examination, an intensive psychological test and other tests. An academic qualification of at least a Std 8 Certificate is required. Although the age limit is 30 years, younger men are preferred in order to satisfy the high demands more easily.

Training: The basic course offered by the Navy's diving school at Simonstown extends over 10 weeks. After completion of the course the men are classified as Divers Third Class. A diver must work for at least 12 months at sea as a member of a Ship's Diving Team before he can be considered as a candidate for Diver Second Class.

Vocational service: There are employment opportunities for military divers in the South African Navy and the South African Police. The latter appoint only reservist divers. Prospects in the Navy are good because a diver may improve his qualifications and become a Diver Second Class, then Diver First Class and eventually Diving Instructor.

Women: This career is open to men as well as women. There are quite a number of women among the scientific divers.

FISHERMAN

Requirements: Any male person over 18 years.

Training: In-service training.

Vocational service: If there are any vacancies on the trawler, the applicant goes on a trial trip during which the skipper watches him carefully. If he satisfies the skipper, he is employed as a deck-workers' help. After about ten trips he is promoted deck-worker. Further promotion depends on the size of the ship and the number of crew members required to operate it. After prescribed periods of service the deck-worker may be promoted boatswain. For further promotion an examination of the Department of Transport must be written and the helmsman's or skipper's certificate may be obtained. Trawler fishing offers opportunities for the person who would like a healthy life at sea and who is prepared to work hard.

PIANO TUNER

Requirements: Only blind or partially sighted persons. Candidates are selected on a strict basis. A Std 8 Certificate, but preferably a Std 10 Certificate. Must be bilingual and able to type.

Training: The only comprehensive and formal training in South Africa is the diploma course which the Department of National Education offers at the School for the Blind in Worcester.

The course extends over 3 years and the candidate who has completed the course successfully will be able to do all the repair work on a piano, but not the polishing of the box.

Subjects

Part 1

The theory of piano tuning - the following aspects are covered:

- Acoustics
- Description and calculations
- History of the piano
- Study of the general construction of the piano
- Study of the mechanisms of the piano
- Action in the finest details
- Advice on the business aspects of the career
- Elementary bookkeeping

Part 2

Practical piano tuning and adjusting

Part 3

Repair work

Vocational service: Piano tuners repair pianos and tune pianos which have been repaired or have become false. Piano tuners may have their own business or may be employed by piano dealers, piano builders or a provincial administration. They usually have a contract with the latter to tune the pianos at the schools in a certain area at regular intervals.

Note: Sighted piano tuners are trained only overseas.

TAXIDERMIST

Requirements: A love of nature and animal life. Sharp power of observation as well as definite artistic talent and creative ability. A thorough knowledge of animal life and nature is important.

Training: No stipulated training. Training may be obtained through being employed as an assistant to an experienced taxidermist with his own private business or being employed as a museum assistant under the guidance of an experienced person.

Vocational service: It is a very fine art to be able to make a stuffed animal look exactly like the living model and only through extensive knowledge and experience can the taxidermist master this art. Stuffed animals are used as trophies or decorations or for study purposes in museums. A taxidermist in a museum must be able to stuff and mount all kinds of animals, assemble and build up fossils and do other technical work as well. He must also carry out fieldwork in order to collect different types of birds, rodents etc. Game is gradually decreasing in numbers and it is for that reason that the taxidermist's work is so important. He "protects" as it were animals for purposes of research and study in the museums.

WOOL-CLASSER

Requirements: Must be physically fit; interested in farming; be at least 18 years of age; and able to bear responsibility and to organise.

Training: Wool-classers may obtain training of one or two years at one of the agricultural colleges or take the One-month Course in Sheep and Wool at the Glen College of Agriculture. Wool schools which extend over 4 to 5 days are offered by the Department of Agriculture on farms. Persons who have passed one of the above-mentioned courses may apply for registration as a Springbok Head Classer. A diploma is issued to him as well as a registration number and a Springbok Head Brand may be branded on the wool bales.

Vocational service: The wool-classer's job begins just after the sheep have been shorn and is only completed after the wool has been packed into bales and the bales have been clearly marked.

Classification is done according to the standards laid down by the National Wool Growers' Association of SA. Wool-classers spend periods which vary from a few days to a few weeks on one farm. Wool-classers are employed on a part-time basis by the Boere Koöperatief Beperk (BKB) to accompany the sheep-shearers and to classify the wool.

Candidates who have had continuous post-school experience on a sheep farm, or who possess a diploma from a college of agriculture will receive preference when candidates are selected for enrolment.

CHAPTER V

POST-SCHOOL PRE-TERTIARY COURSES OF THE DEPARTMENT OF NATIONAL EDUCATION

A. COMMENTS

A high percentage of pupils leave school without obtaining a senior certificate. Others again do obtain this qualification, but not with a view to tertiary study as such. Whatever the reasons of these groups may be for their decisions, it is nevertheless interesting to note that many of them still intend obtaining formal training outside the school context. Some study at technical colleges, others enrol at correspondence colleges while a further group enters the labour market with a view to non-formal training. A number of the boys enrol for an apprenticeship, the training in respect of which is described in Chapter II. Others, however are not interested in an apprenticeship but at the same time also try to avoid the more academically oriented fields. Girls find themselves in approximately the same position except that they are much less inclined to do apprenticeships. In the meantime there is a strong demand for persons, for instance supervisors, with training at the pre-tertiary level.

To supplement the training already being offered and to contribute to the need for formal training in this sector of the country's manpower, the Department of National Education in conjunction with industry is at present structuring a series of post-school pre-tertiary courses. Some of these courses as well as a number of existing courses are discussed in this chapter. The training is vocation oriented, which largely eliminates the need for further vocational information.

It can be assumed that this type of training which is offered at technical colleges, will be expanded considerably for all population groups in future. At the time of publication a number of courses were under consideration, but had not yet been finalised. It is therefore recommended that persons who are interested in post-school pre-tertiary courses should contact either the Department of National Education or one of the other education departments concerned. Information on existing as well as possible new courses can also be obtained from the various technical colleges/institutes, the addresses of which are given on p. 145 according to departments.

B. INTEGRATED NATIONAL CERTIFICATE COURSES

Regarding the following courses, integration implies that the theoretical training is integrated with demonstrations. The accent is on a technical theory. Where appropriate, only the necessary Mathematics, Science and Drawing are included in the course. Demonstrations are conducted in well-equipped laboratories and according to prescribed study guides. Some courses are presented only on the NTC 1 and NTC 2 level, whereas a few are presented on the NTC 3 level.

These courses are controlled by the Department of National Education in collaboration with the Department of Manpower. The courses can be followed at technical colleges/institutes and additional information can be obtained from the Department of National Education or any of these training institutions.

ELECTRICAL MAINTENANCE

NATIONAL TECHNICAL CERTIFICATE: ELECTRICAL MAINTENANCE: PART 1 AND PART 2

Requirements: A Std 7 Certificate

Training: One trimester for each part. No practical training is required.

Subject: Electrical Maintenance I and II

ELECTRONICS MECHANICIAN

NATIONAL CERTIFICATE: ELECTRONICS MECHANICIANS: PARTS 1, 2 AND 3

Requirements: A Std 7 Certificate

Training: One trimester for each part. No practical training is required.

Subject: Electronics Mechanicians I, II and III

MOTOR, DIESEL, TRACTOR MECHANICS

NATIONAL TECHNICAL CERTIFICATE: MOTOR, DIESEL, TRACTOR MECHANICS (M.D.T.): PART 1 AND PART 2

Requirements: A Std 7 Certificate

Training: One trimester for each part. No practical training is required.

Subject: M.D.T. I and II

AUTOMOBILE BODY REPAIR-WORK

NATIONAL TECHNICAL CERTIFICATE: AUTOMOBILE BODY REPAIR-WORK: PART 1 AND PART 2

Requirements: A Std 7 Certificate

Training: One trimester for each part. No practical training is required.

Subject: Automobile Body Repair-work I and II

Note: Training is offered only by the Northern Cape Technical College, Kimberley.

FITTING AND MACHINING

NATIONAL TECHNICAL CERTIFICATE: FITTING AND MACHINING: PART 1 AND PART 2

Requirements: A Std 7 Certificate

Training: One trimester for each part. No practical training is required.

Subject: Fitting and Machining I and II

RADIO AND TELEVISION MECHANICIAN

NATIONAL CERTIFICATE: RADIO AND TELEVISION MECHANICIANS: PARTS 1, 2 AND 3

Requirements: A Std 7 Certificate

Training: One trimester for each part. No practical training is required.

Subject: Radio and Television Theory I, II and III

C. OTHER NATIONAL CERTIFICATE COURSES

CHILD CARE AT INSTITUTIONS

NATIONAL CERTIFICATE IN CHILD CARE AT INSTITUTIONS

Requirements: This is an open course.

Training: Two years through correspondence. Enquiries should be directed to the Technical College of South Africa, Private Bag X24, Braamfontein 2017.

Subjects

First year
Social Welfare
Child Study
Recreation and Leisure Pursuits

Second year
Health Care
Hostel Management
Supervision Duty
Institution Management
Civics
Religious and Cultural Education

Note: Hostel Management and Supervision Duty must both be taken but only one has to be passed.

CLOTHING PRODUCTION

NATIONAL POST-SCHOOL CERTIFICATE IN CLOTHING PRODUCTION: PARTS 1, 2 AND 3

Requirements: A Std 7 Certificate or equivalent qualification. Candidates with higher qualifications may be admitted on a higher appropriate level. Candidates will be selected.

Training: Three years of full-time study at a technical college/institute.

Subjects

Business Practice and Management NPSC 1, 2 and 3
Clothing Production (Theory) NPSC 1, 2 and 3
Clothing Production (Practical) NPSC 1, 2 and 3
Pattern Construction NPSC 1, 2 and 3

Compulsory non-examination subjects
Communication and Finishing NPSC 1
Art Studies I (Clothing Production) NPSC 2
Art Studies II (Clothing Production) NPSC 3

CONSTRUCTION SITE PRACTICE (CIVIL ENGINEERING)

NATIONAL CERTIFICATE IN CONSTRUCTION SITE PRACTICE: PARTS 1, 2 AND 3

Requirements: A Std 8 Certificate

Training: Induction period of six months on the site. Thereafter one trimester of college attendance for each part. Upon successful completion of the examinations for the first and second trimesters, a National Certificate in Construction Site Practice Part I and Part II respectively will be awarded. After completion of the third trimester together with two years' approved practical training before, during and after this trimester, a National Certificate in Construction Site Practice Part III will be awarded.

Subject: Construction Site Practice I, II and III

COSMETIC CONSULTING WORK

NATIONAL POST-SCHOOL CERTIFICATE IN COSMETIC CONSULTING WORK: PARTS 1, 2 AND 3

Requirements: A Std 7 Certificate or a Std 8 Certificate (Practical). Candidates with higher qualifications may be admitted on a higher appropriate level.

Training: Three semesters (1½ years) of full-time study at a technical college/ institute.

Subjects

Business Practice and Management NPSC 1, 2 and 3
Marketing NPSC 1, 2 and 3
Cosmetic Consulting Work (Theory) NPSC 1, 2 and 3
Health Education NPSC 1, 2 and 3

Compulsory non-examination subject
Communication and Finishing NPSC 2 and 3

DRAWING OFFICE PRACTICE

NATIONAL CERTIFICATE IN DRAWING OFFICE PRACTICE

Requirements: A Std 8 Certificate, but preference will be given to candidates with a Std 10 Certificate or equivalent qualification.

Training: Two trimesters of college attendance together with experience with an employer.

Subjects

a. Drawing Office Practice (General and Mechanical)
b. Drawing Office Practice (Building)
c. Drawing Office Practice (Structural)
d. Drawing Office Practice (Electrical)

Note: To obtain a certificate the examinations must be passed in a. and in any two other subjects.

FOOD SERVICE SUPERVISOR

NATIONAL POST-SCHOOL CERTIFICATE IN FOOD SERVICE SUPERVISION: PARTS 1, 2 AND 3

Requirements: At least a Std 7 Certificate or equivalent qualification. Candidates with higher qualifications may be admitted to a higher level of study.

Training: Two years (3 semesters college attendance followed by 1 semester of practical in-service training) at an approved institution in co-operation with the Department of National Education. Candidates in possession of a N3 Certificate can obtain a Senior Certificate if they pass the two official languages.

Subjects

Physiology I, II, III	Compulsory non-examination subjects
Catering Theory I, II, III	Flower Arrangement
Food Service Supervision I, II, III	Anthropology
Integrated Science I, II, III	Reception Art (including Speech and Deportment)

Vocational service: The food service supervisor's responsibilities include control over all personnel, the provision of in-service training, the compilation of duty-schedules, the ordering, storing, issuing, etc. of provisions, rendering assistance with the budget planning, maintaining hygienic conditions in the food service unit, etc. He/She is the link between the production department and the management, and is employed by hospitals, commercial and non-commercial food suppliers as well as subsidised food service units.

HAIRDRESSING

NATIONAL TECHNICAL CERTIFICATE PARTS 1, 2 AND 3

Requirements: For admission to the apprenticeship course, candidates must be at least 16 years old and be in possession of a Std 8 Certificate, or a written statement issued by the school attended by the prospective apprentice, stating that he/she passed in the subjects Afrikaans, English, General Science and at least one other subject at the Std 8 level. A Std 8 Certificate or a Std 10 Certificate (Practical) is required for the full-time course.

Training: The training period extends over three years. Apprentices may take their first trade test after two years and if they pass they are qualified.

If an apprentice has followed the full-time one-year course at an approved training institution of the Department of National Education, and completed the N1 course in the first semester and the N2 course in the second semester of that year, such training is regarded as the first year of the three years of training. The apprentice may then take the trade test after two years' experience in a salon.

Training for the N3 course (NTC 3) extends over one year of part-time training or six months of full-time training.

Subjects

NTC 1 (N1)	
Salon Practice N1	Art for Hairdressers N1
Hairdressing Theory N1	Salon Service and Deportment

NTC 2 (N2)

Salon Practice N2	Physiology and Hygiene
Hairdressing Theory N2	Salon Science I

NTC 3 (N3)

Salon Practice N3	Salon Science II
Hairdressing Theory N3	Salon Management

Note

(a) A certificate for each grade i.e. NTC 1, NTC 2 and NTC 3 will be issued to candidates who have complied with the prescribed requirements. Candidates must study and write the examinations in four subjects. A candidate has to obtain passes in three subjects, before a certificate may be awarded.

(b) Practical examinations (Salon Practice) can be taken only at the following technical colleges: Bloemfontein, Durban, Germiston, Joubert Park, Cape Town Central, Kempton Park, Klerksdorp, Kimberley, Kroonstad, Krugersdorp, East London, Pretoria Central, Potgietersrus, Port Elizabeth, Springs, Tygerberg and Vereeniging.

INSTALLATION ELECTRICIAN

NATIONAL CERTIFICATE FOR INSTALLATION ELECTRICIANS

Requirements: An NTC 2 Certificate.

Training: One trimester.

Subject: Installation Rules.

INSTITUTIONAL CARE FOR THE AGED

NATIONAL CERTIFICATE (INSTITUTIONAL CARE FOR THE AGED)

Requirements: This is an open course for Whites.

Training: It is a two-year course which is offered through correspondence by the Technical College of South Africa, Private Bag X24, Braamfontein 2017.

First year	Second year
Care of the aged	Mental Care
Administration and Management	Spiritual Care
Physical and Health Care	Personnel Management
Leisure-time activities	Internal Institutional Management

Practical work

An unbroken period of one month's work is performed in the first year of study and a further month in the second year of study. The Department of Health and Welfare determines a number of homes for the aged as training centres where practical work can be done under supervision.

Practical work can also be done at the geriatric departments of psychiatric hospitals. The Department of Health and Welfare will also issue a certificate to indicate that practical work has been satisfactorily performed.

Vocational service: At present there are a considerable number of homes for the aged and psychiatric hospitals throughout the country which urgently require the services of trained persons. More than 35 of these institutions are prepared to accept students for their practical work during their term of study. The opportunity for training is available for younger and older women who consider a career in this field. The duties which have to be performed border on those of an ordinary nurse and persons with the interest and aptitude for caring for their fellow-men should derive satisfaction from this career.

INTERIOR DECORATOR

NATIONAL POST-SCHOOL CERTIFICATE IN INTERIOR DECORATION: PARTS 1, 2 AND 3

Requirements: A Std 7 Certificate or a Std 8 Certificate (Practical). Candidates will be selected.

Training: Three semesters (1½ years) of full-time study at the Technical College Port Elizabeth. (May be offered by other technical colleges at a later stage.)

Subjects

Interior Decoration (Theory) NPSC 1, 2 and 3
Interior Decoration (Practical) NPSC 1, 2 and 3
Upholstering (Theory) NPSC 1, 2 and 3
Upholstering (Practical) NPSC 1, 2 and 3
Business Practice and Management NPSC 1, 2 and 3

Compulsory non-examination subjects

Pottery
Speech and Deportment
Flower arrangement

MEAT EXAMINER

NATIONAL CERTIFICATE FOR MEAT EXAMINERS

Requirements: A Standard 8 Certificate with passes in English and Afrikaans.

Training: The course extends over 80 continuous working days and is offered by the abattoirs of large municipalities under the supervision of veterinarians and meat inspectors. Irrespective of the practical training students must also attend 30 hours of theory lectures and ten practical demonstrations of 1 hour each during the training period. The examinations which are conducted by the Department of National Education in June and November each year, comprises written, practical and oral tests.

Vocational service: A meat examiner is not a meat inspector or a health inspector. To become a meat inspector a person must first become a health inspector for which the academic qualifications and training are considerably higher than that of the meat examiner. The work of meat examiners is limited to the large abattoirs where they, besides their other duties, have to undertake that part of the work which is normally done by health inspectors. Thus they are usually employed only by those municipalities which control large abattoirs.

MOTOR PARTS SALESMAN

NATIONAL CERTIFICATE FOR MOTOR PARTS SALESMEN

Requirements: At least a Std 8 Certificate. NTC I (N1) or equivalent qualification.

Training: The course is offered either on a part-time or release basis by technical colleges or technical institutes. The course usually extends over 2 years, but may be completed in 1 year.

Subjects

First year	Second year
Stock Control I	Stock Control II
Salesmanship I	Salesmanship II
Stock Administration	Motor Trade Law
Product Knowledge	Motor Parts Liaison

Vocational service: Trained persons are employed by wholesale and retail dealers in motor parts merchandising and garages.

OPEN CAST MINE SUPERVISOR

NATIONAL TECHNICAL CERTIFICATE FOR OPEN CAST MINE SUPERVISORS: PART 2 AND PART 3

Requirements: A Std 8 Certificate or equivalent qualification.

Training: One trimester for each part. Candidates must spend at least two years in suitable employment in an open cast mine or quarry, but this experience will not be a prerequisite for the awarding of the certificates. The course is offered on a block-release basis, and will also be offered through correspondence as from 1985.

Subjects

Communication (Mining) N2	Open Cast Mining N3
Mathematics (Mining) N2	Mine Surveying N3
Open Cast Mining N2	Mining Geology N3
Open Cast Economics N2	Open Cast Machinery N3

PAINT TECHNOLOGY

NATIONAL CERTIFICATE IN PAINT TECHNOLOGY

Requirements: A Std 8 Certificate or an NTC 1

Training: College attendance of one trimester for N2 subjects and one trimester for N3 subjects. Apart from this, practical experience of two years is required.

Subjects

Paint Technology N2	Paint Manufacture N3
Paint Chemistry N2	Paint Types and Systems N3
Paint Raw Materials N2	Paint Raw Materials N3
Mathematics (Paint) N2	Paint Application and Testing N3

PEST CONTROLLER

NATIONAL POST-SCHOOL CERTIFICATE IN PEST CONTROL

Requirements: At least a Std 8 Certificate or equivalent qualification. With regard to persons in possession of other qualifications, the Head of the training institution concerned must determine whether such a person is capable of attempting the course with a reasonable degree of success.

Training: The course is spread over 2 years and is offered through correspondence by the Technical College of South Africa, Private Bag X24, Braamfontein 2017, or on a part-time basis at some of the other technical colleges. The National Certificate will be awarded when a candidate has passed the first year and three second-year subjects.

Subjects

First year
Pest Biology
Pesticide Marketing
Principles of Pest Control

Second year: Any THREE of the following subjects:
Aerial Application
Environmental Pest Control
Plant Pests and Diseases
Fumigation
Weed Control
Wood Preservation

Vocational service: Trained persons are employed as pest control operators by various firms which specialise in combating pests.

PRODUCTION WORKER

The following courses at N1, N2 and N3 level are intended for production workers in the Iron, Steel and Ferro Alloy producing industries. The following courses are an example of the courses offered by the Pretoria West Technical College.

The certificates are awarded on a minimum of THREE subjects selected as indicated:

(a) NATIONAL TECHNICAL CERTIFICATE PART I

Group 1
ONE from:
Iron, Steel and Ferro Alloy Process Theory N1
Plant Operation Theory N1

Group 2
TWO from:
Applied Science N1
Industrial Orientation N1
Mathematics N1
Technical Drawing N1

(b) NATIONAL TECHNICAL CERTIFICATE PART II

Group 1
ONE of the following subjects:
Coke and By-product process theory N2
Ferro Metal Rolling and Shaping Process Theory N2
Iron Production and Casting Theory N2

Metallurgical Process Theory (Ferro Alloy Section) N2
Plant Operation Theory N2
Steel Production and Casting Theory N2

Group 2
TWO from:
Applied Science N2
Industrial Orientation N2
Mathematics N2
Technical Drawing N2

(c) NATIONAL TECHNICAL CERTIFICATE PART III

Any THREE of the following subjects:
Coke and By-products Process Theory N3
Engineering Drawing N3
Engineering Science N3
Ferro Metal Rolling and Shaping Process Theory N3
Industrial Orientation N3
Iron Production and Casting Theory N3
Mathematics N3
Metallurgical Process Theory (Ferro Alloy Section) N3
Plant Operation Theory N3
Steel Production and Casting Theory N3

Other training centres: Technical colleges of Newcastle, Vanderbijlpark and Vereeniging.

Accounting Clerk: 46
Aerial photographer: 67
Agricultural officer, Pupil: 46, 97
Agricultural overseer: 46
Agriculturist: 96
Aircraft electrician: 14, 21
Aircraft electronician: 14
Aircraft engine fitter: 14
Aircraft instrument mechanician: 14, 21
Aircraft maintenance mechanic: 14
Aircraft mechanic: 21
Aircraft metalworker: 21
Aircraft radar mechanician: 14
Aircraft radar/radiotrician: 14
Aircraft radio mechanician: 14
Aircraft radiotrician: 21
Aircraft sheetmetal worker: 14
Aircraft spraypainter: 14
Aircraft welder: 14
Airfield builder: 67
Airframe fitter: 14
Air hostess: See Cabin attendant
Airport information assistant: 46
Ambulanceman: 88
Ammunition fitter: 67
Animal keeper (Zoo): 89
Apprentices: Chapter II, 74
Apprentice (SA Transport Services): 54
Architectural metalworker: 19
Armament fitter: 17, 67
Armaments officer: 46
Armature winder: 19
Armourer's assistant (surface): 68
Armourer's assistant (underwater): 68
Artisan: Chapter II, 25, 61
Artisan instructor: 25
Assembly-line worker: 78
Assistant revenue clerk: 46
Assistant roads superintendent: 46
Auctioneer: 86
Auto body repairer: 19
Automobile body repair-work: 103
Automotive body repairer: 20, 24
Automotive electrician: 14, 16, 17, 19, 20, 22
Automotive engine fitter: 20
Automotive machinist: 20
Automotive machinist and fitter: 14, 17, 19
Automotive trimmer: 20
Baker and confectioner: 23
Bank official: 70
Beacon builder: 46
Billet provider: 84
Bioscope projectionist: 94
Blacksmith: 16, 17, 19, 20, 21, 22, 67
Boatbuilder and shipwright (wood): 19
Boilermaker: 16, 21
Boilermaker/Welder: 16
Boiler operator: 46
Bookbinder: 21
Bookbinder/Ruler: 21
Bookkeeping machine operator: 72
Bricklayer: 15, 16, 17, 20, 21
Bricklayer and plasterer: 15, 22
Bricklayer (refractory): 16, 19
Bricklayer (refractory and/or chemical): 16
Building clerk: 25, 46
Bus driver: 55
Bus worker (Man or Woman): 89
Butcher: 68
Butcher and blockman: 23

Cabin attendant (Male and Female): 55
Cabinetmaker: 17
Cabinetmaker (including chairmaking and framemaking): 16
Cabinetmaker (including veneering): 16, 17
Calculating machine operator: 72
Cameraman, Pupil: 46
Cargo controller (Airways): 55
Cargo controller (in harbours and at goods depots): 56
Carpenter: 14, 15, 17, 19, 20, 21, 22, 67
Carpenter and joiner: 15, 16, 17, 19, 20, 24, 61
Carriage and wagon assistant: 56
Carriage and wagon fitter: 21
Carton maker: 21
Cashier: 70
Cash register operator: 70
Caterer: 46
Caulker: 75
Chain-making machine operator: 75
Check punch card machine operator: 72
Chef: 47, 68
Chemical plumber (including sheetmetal working): 16
Child Care at Institutions: 104
Civil detective: 90
Clearance diver: 68
Clerical assistant (Public Service): 26, 47
Clerk (Male and Female) (Postal Service): 61
Clerk (Male or Female) (SA Transport Services): 56
Clerk of the Court: 47
Clerk (SA Defence Force): 68
Clerk (SA Transport Services): 56
Clothing industry: 78
Clothing production: 104
Code control clerk: 70
Communications radiotrician: 21
Communicator: 47
Composer: 21
Composer (including machine minding): 21
Compound manager: 47
Computer operator: 72
Computer operator, Assistant: 47
Conductor: 56
Construction plant mechanic: 17, 21
Construction site practice (civil engineering): 105
Continuous stationery machine minder: 21
Cook: 23, 48, 57, 90, 91
Coppersmith: 17, 19
Corrugated board and container machine minder: 21
Cosmetic consulting work: 105
Court interpreter: 47
Court stenographer: 47
Crane driver: 84
Crèche assistant: 90
Creditors' clerk: 71
Customs officer: 27
Customs officer/Customs and excise clerk: 47
Data coder: 62
Data typist: 47
Debtors' clerk: 71
Dental assistant: 47
Dental technologist: 67
Despatch clerk: 71, 86
Detective: See Civil Detective
Diamond and jewel setter: 18
Diamond and jewel setter (excluding marcasite setting): 18
Diamond brillianteer: 15
Diamond crossworker: 15

Diamond cutter: 15
Diamond sawyer: 15
Die and press toolmaker: 14
Die model maker: 14
Diesel electrical fitter: 21
Diesel fitter: 17, 19, 22
Diesel loco driver: 84
Diesel mechanic: 16, 17, 19, 20, 22, 24, 61
Die sinker and engraver: 17, 19
Diver: 98
Domestic appliances mechanic: 19
Domestic radio serviceman: 19
Domestic staff (assistant, cook and matron): 90
Doorman at the cinema: 91
Draughtsman assistant: 28, 47
Draughtsman (Aeronautical): 67
Draughtsman (Architectural): 67
Draughtsman (Building): 47
Draughtsman (Cartographic): 47
Draughtsman (Civil Engineering): 48
Draughtsman (Electrotechnical): 67
Draughtsman (Mechanical): 67
Draughtsman (Mechanical Engineering): 48
Draughtsman (Mining): 48
Draughtsman (Shipbuilding): 67
Draughtsman (Telecommunication): 48
Draughtsman (Topographical): 67
Draughtsman (Town Planning): 48
Drawing office practice: 105
Driller, Pupil: 48
Drill grinding-machine operator: 75
Driver/Operator: 48
Duplicator operator: 72
Earth-moving equipment mechanic: 19
Electrical fitter: 17, 67
Electrical fitter (electric motive power): 21
Electrical fitter (ships): 67
Electrical maintenance: 103
Electrical operator (submarine machinery): 68
Electrical operator (submarine radio): 68
Electrical operator (submarine weapons): 68
Electrical wireman: 17
Electrician: 14, 15, 16, 17, 19, 20, 21, 22, 24
Electrician (armature-winding): 21
Electrician (construction): 15, 19, 24
Electrician (engineering): 19, 22
Electrician (ships): 67
Electrician (signals): 21, 67
Electrician (telecommunications): 21
Electronician (aircraft): 67
Electronician (weapon control systems): 67
Electronics mechanician: 14, 17, 19, 22, 103
Electroplater: 14, 19, 21, 67
Engineroom mechanic: 68
Engraver: 18
Engraver and die sinker: 21
Enrolled nurse: 94
Estate agent: 86
Examiner and repairer (carriage and wagon): 57
Executioner, Assistant: 48
Explosives worker: 68
Factory girl: 79
Factory worker: 79, 85, 86
Farm assistant: 30, 48
Farm foreman: 31, 48, 97
Farrier: 68
Fashion designer: 80
Female cook: 48
Fibre-glass worker: 80

Field engineer: 67
Field officer: 48
Fingerprint comparer: 48
Fingerprint officer: 31
Fireman: 68, 91
Fireman/Driver's Assistant (electric and diesel): 57
Fire officer: 32, 48
Fisherman: 99
Fishing harbour assistant: 48
Fishing harbour master: 48
Fitter: 19, 21
Fitter (aircraft): 67
Fitter (diver): 67
Fitter (including machining): 14, 16, 17, 20, 22
Fitter (light armament): 14
Fitter and turner: 14, 15, 16, 17, 19, 20, 22, 24, 67
Fitting and machining: 103
Flight steward: See Cabin attendant
Florist: 87
Food service supervisor: 106
Foreign assistant: 49
Foreman (mechanical, electrical and building): 49
Forestry clerk: 32, 49
Framemaker (including chairmaking): 16, 17
Framemaker (including the making of frames for chairs requiring upholstery): 17
Fuel injection pump mechanic: 20
Funeral director: 92
Furniture machinist: 16, 17
Furniture maker: 17
Furniture polisher: 16, 17
Furniture wood machinist: 16
Furrier: 81
Galvaniser: 76
Gardener: 49
General accounts clerk: 71
General assistant (printing-works): 81
Gentlemen's hairdresser: 18
Gravure machine minder: 21
Ground hostess: 57
Groundsman: 49
Guard: 58
Hairdresser: 18, 68
Hairdressing: 18, 106
Handsandpaperer: 76
Handyman: 49
Headman: 49
Head Porter: 49
Health assistant: 49
Health supervisor: 49
Heavy vehicle driver: 92
Horticulturist, Pupil: 49
Hospital porter: 92
Hotel employees: 92
Housekeeper: 49
Information assistant: 49
Inspector: Ghwano Islands: 49
Inspector of Fisheries: 50
Inspector of Mines: Assistant: 50
Installation electrician: 107
Institutional Care for the Aged: 107
Institution assistant: 50
Institution supervisor: 50
Instrumentation fitter: 67
Instrumentmaker: 17
Instrument mechanician: 17, 21
Instrument mechanician (industrial): 16, 20, 22
Instrument mechanician (industrial instrumentation and process control): 19, 22
Instrument mechanician (process control systems): 16

Interior decorator: 108
Investigator (Male): 71
Invoice clerk: 71
Jeweller: 18
Jockey: 93
Joiner: 15, 17
Judge's clerk: 50
Kiln operator: 50
Ladies' hairdresser: 18
Laundry assistant: 50
Laundry manager: 50
Leather and imitation leather industry: 81
Leather and textile worker: 67
Letterpress machine minder: 21
Library assistant: 93
Lift mechanic: 19
Linen supervisor: 50
Linesman: 82
Liquor inspector: 50
Lithographer: 21
Locksmith: 82
Machine and tool setter: 17
Machine fitter (including hydraulics): 15
Machine fitter (including hydraulics and pneumatics): 22
Machine minder (including composing): 21
Machine minder (packaging): 21
Machine operator (wood): 76
Machineroom fitter: 67
Machineroom worker: 67
Machine tool setter: 14
Machine worker: 82
Machinist (wood): 21
Mannequin and/or photographic model: 87
Marine assistant: 50
Marine draughtsman: 50
Marine fitter: 17
Marine pipe fitter: 17
Masseur: 93
Master butcher: 68
Matron in a hostel: 91
Meat examiner: 50, 108
Mechanic, pupil: 50
Mechanical operator (submarine machinery): 68
Mechanical operator (submarine weapons): 68
Medical apparatus technician: 93
Men's hairdresser: 18
Messenger, Head: 50
Metal and artificial resin processing in the motor industry: 82
Meter reader: 72
Military policeman: 68
Miller: 23
Mill operator: 51
Millwright: 21
Millwright (electro-mechanician): 14, 17, 19, 24
Mine overseer: 74
Miner: 74
Mine surveyor: 74
Model: 87
Monotype caster minder mechanic: 21
Motor-cycle and scooter mechanic: 20
Motor, diesel, tractor mechanics: 103
Motor mechanic: 15, 16, 17, 19, 20, 21, 22, 24, 61
Motor parts salesman: 109
Motor vehicle body builder: 21
Moulder: 17, 19, 20, 21, 22
Mounter and precious metal worker: 18
Musician: 68
Nursing: 94
Enrolled nurse: 94

Nursing assistant: 51, 68, 94
Staff nurse: 68
Office assistant (Female): 58
Office junior (messenger): 72
Office machine operator: 72
Offset operator: 51
Open cast mine supervisor: 109
Operations/intelligence clerk: 68
Operatives (SA Defence Force): 67
Operator (data processing): 76
Operator (electronic warfare): 68
Operator - road construction machinery: 76
Operators: 75
Orderly: 51
Ordnance clerk: 68
Outboard/inboard engine mechanic: 19
Outdoor officer: 27
Packer: 86
Painter: 16, 21
Painter and decorator: 15, 16, 17, 20, 61
Painter and signwriter: 67
Paint technology: 109
Panelbeater (including spraypainting): 17, 24
Parachute packer: 51
Passport control officer: 27, 51
Patternmaker: 14, 15, 16, 17, 19, 20, 21
Personnel clerk: 51
Pest controller: 110
Pharmacy assistant: 51
Photographer: 58, 67
Photographer, pupil: 51
Photographic model: 87
Photographic operator: 68
Photogravure engraver: 21
Photo-lithographer: 21, 67
Piano tuner: 99
Pipe fitter: 22
Plasterer: 15, 17
Plastics and fibreglass worker: 14, 22
Platelayer: 59
Plater: 14, 17, 19, 20
Plater (boilermaker): 15, 16, 17, 19, 20, 22, 24
Plater (including welding): 17
Plater and boilermaker: 17, 19
Plumber: 15, 16, 17, 19, 20, 22, 24
Police: 33
Policeman (SA Transport Services): 59
Postman: 62
Pottery as homecraft: 83
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Precious metal worker and mounter (including diamond mounting): 18
Precious metal worker and mounter (including diamond mounting but excluding marcasite working): 18
Printers' electrician: 21
Printers' mechanic: 21
Printers' warehousing (including cutting): 21
Prison officer: 37
Process engraver: 21
Process operator: 77
Process photographer: 51
Product investigator: 51
Production manager: 79
Production worker: 110
Production workers: 83
Billet provider: 84
Crane driver: 84
Diesel loco driver: 84
Shearman: 84
Profile cutting operator: 77
Projectionist: 94
Proof-reader (printing-works): 84

Provisioning administration clerk: 51
Punch card machine operator: 72
Quality control inspector (motor industry): 84
Quarantine officer: 51
Radar operator: 68
Radio and television mechanician: 17, 19, 104
Radio communication serviceman: 19, 22
Radiographer (telecom, radar): 67
Radiographer (telecom, radar and guided missiles): 67
Radiotrician (audio): 18
Radiotrician (communication): 18
Refrigeration mechanic (commercial): 19
Refrigeration mechanician: 18
Rigger: 16, 18, 19, 22
Rigger and ropeman: 20
Riveter: 78
Roads clerk: 38, 51
Roads superintendent: 38
Roads Superintendent, Assistant: 51
Roaster: 86
Roll tool and template maker: 19
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Rotary letterpress machine minder: 21
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Rubber and plastics worker: 67
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Safety apparatus worker: 67
Sailmaker and upholsterer: 18
Sales representative: 87
Sampler: 74
Saw doctor: 52
Saw operator: 78
Scale fitter: 19
Scales fitter: 22
Seamstress: 52
Security assistant: 52
Shampoo lady: 95
Shearman: 84
Sheetmetal worker: 18, 19, 20, 22
Sheetmetal worker (aircraft): 67
Shipbuilder: 18
Ship's carpenter: 67
Shipwright: 22
Shooting rangeman: 52
Shop assistant: 86
Shopfitter: 15
Shopfitter (wood): 18
Shunter: 59
Signwriter: 15, 18
Specification writer: 52
Spraypainter: 20
Stainer: 78
Stationery and envelope machine adjuster: 21
Stereotyper: 21
Steward: 59
Stock controller: 59
Stock inspector: 39, 52
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Storeman: 52, 68, 86
Stores assistant: 73, 86
Subinspector of mines: 39
Subinspector: Trade Inspections: 40
Substation constructor: 84
Superintendent: 52
Superintendent of works: 41
Superintendent: Reserves 52
Supervisor: 52
Supervisor: deliveries: 73
Surveying officer (Engineering as well as Topography): 52
Surveyor (topographical): 67
Survey recorder: 68
Swimming bath superintendent: 95
Switchboard operator: 73

Tailor: 68
Taxidermist: 100
Technical assistant: 41
Technical assistant (various): 52
Technical clerk: 68
Technician (Cadastral): 52
Technician (Dairying): 53
Technician (Field assistant): 53
Technician (Fire protection): 53
Technician (Geology): 53
Technician (Hydrology): 53
Technician (Laboratory): 53
Technician (Material testing): 53
Technician (Meat grading): 53
Technician (Meteorology): 53
Technician (Planning): 53
Technician (Plant inspection): 53
Technician (Refrigeration/Freeze drying): 53
Technician (Seed control): 53
Technician (Water and sewage): 53
Telcom assistant: 62
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Telecommunication electrician: 19
Telecommunication mechanician: 19
Telecommunication operator: 68
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Tool, jig and diemaker: 19, 20
Tractor and agricultural machinery mechanic: 20
Tractor driver: 85
Tractor mechanic: 19, 20
Trade hand: 60
Traffic inspector: 54
Traffic officer: 44
Train control officer: 60
Train marshaller: 60
Transport inspector: 54
Travel agent: 88
Trimmer: 22
Turner: 19
Turner and machinist: 22
Turner (including machining): 14, 15, 16, 18, 22
Typist: 61, 73
Upholsterer: 16, 17
Usherette/Usher: 95
Usher (messenger): 54
Vehicle body builder: 20
Vehicle body builder (composite): 19
Vehicle body builder (metal): 19
Vehicle builder: 22
Vehicle driver (cartage): 61
Vehicle fitter (motor mechanic): 67
Veneerer: 16, 17
Wall and floor tiler: 15
Watchmaker: 85
Water control officer: 54
Waterworks officer: 54
Weaver: 85
Welder: 15, 16, 18, 19, 20, 22
Woodcarver: 17
Woodcarver (hand): 16, 17
Woodmachinist: 15, 16
Woodworker (carpentry and joinery): 16
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Despatch clerk: 86
Packer: 86
Roaster: 86
Storeman: 86
Stores assistant: 86

APPENDICES

A. USEFUL ADDRESSES

1. REGISTERED EMPLOYERS' ORGANISATIONS

Automotive Parts - See Engineering

Air Conditioning - See Engineering

Baking

Pretoria Master Bakers' Association
P.O. Box 933
PRETORIA
0001

Western Cape Bakers' Association
P.O. Box 1536
CAPE TOWN
8000

Durban and District Master Bakers' Association
P.O. Box 1300
DURBAN
4000

Zululand Master Bakers' Association
P.O. Box 1300
DURBAN
4000

Far North Master Bakers' Association
P.O. Box 3211
PRETORIA
0001

Port Elizabeth and Uitenhage Master Bakers' Association
P.O. Box 2221
NORTH END
Port Elizabeth
6056

Witwatersrand Master Bakers' Association
P.O. Box 6649
JOHANNESBURG
2000

South Natal Master Bakers' Association
P.O. Box 1010
DURBAN
4000

Battery

South African Battery Manufacturers' Association
P.O. Box 4581
JOHANNESBURG
2000

Bedding

Bedding Manufacturers' Association of the Transvaal
P.O. Box 6519
JOHANNESBURG
2000

Transvaal Pillow and Quilting Association
P.O. Box 4581
JOHANNESBURG
2000

Bespoke Tailoring

Bespoke Tailoring, Dressmaking and Fur Garments Employers' Association
P.O. Box 9478
JOHANNESBURG
2000

Pretoria District Merchant Tailors Association
c/o Mr Petersen
P.O. Box 4163
PRETORIA
0001

Biscuit

Employers' Organisation of the Biscuit Manufacturing Industry of South Africa
P.O. Box 4581
JOHANNESBURG
2000

Brewing

South African Brewing Industry Employers' Association
P.O. Box 4581
JOHANNESBURG
2000

Brick and Clay

Western Province Brick and Clay Manufacturers' Association
P.O. Box 1536
CAPE TOWN
8000

Master Brickmakers' Association
P.O. Box 10426
JOHANNESBURG
2000

South African Refractories Producers' Association
P.O. Box 1338
JOHANNESBURG
2000

South African Brick Industry Employers' Association
P.O. Box 31156
BRAAMFONTEIN
2017

Brassware - See Engineering

Building

Boland Master Builders' Association
P.O. Box 488
PAARL
7620

Bloemfontein Master Builders' and Allied Trades Association
P.O. Box 187
BLOEMFONTEIN
9300

Building Industries Federation S.A.
P.O. Box 11359
JOHANNESBURG
2000

Indian Master Builders' Association
c/o Mr Makarduj
96 Constantia Road
SYDENHAM
4091

Master Builders' and Allied Trades Association (O.F.S. Gold Fields)
P.O. Box 542
WELKOM
9460

Kroonstad Master Builders' and Allied Trades Association
P.O. Box 280
KROONSTAD
9500

Kimberley Master Builders' and Allied Trades Association
P.O. Box 300
KIMBERLEY
8300

Master Builders' and Allied Trades Association (Cape Peninsula)
P.O. Box 1126
CAPE TOWN
8000

Natal Master Builders' and Allied Industries Association
P.O. Box 1943
DURBAN
4000

Master Builders and Allied Trades Association (Witwatersrand)
P.O. Box 33271
JOHANNESBURG
2000

Master Builders' and Allied Trades Association, Pietermaritzburg
136C Chapel Street
PIETERMARITZBURG
3201

Master Builders' and Allied Trades Association (Eastern Cape)
P.O. Box 7086
NEWTON PARK
Port Elizabeth
6055

Master Builders' and Allied Trades Association (Pretoria and Country Areas)
P.O. Box 4698
PRETORIA
0001

Rustenburgse Vereniging van Boubase en Aanverwante Bedrywe
P.O. Box 436
RUSTENBURG
0300

Building (continued)

Wes-Bolandse Vereniging van Meester-bouers en Verwante Bedrywe
P.O. Box 194
VREDENBURG
7380

Worcester Master Builders' and Allied Trades Association
P.O. Box 13
WORCESTER
6850

Building Society

South African Building Societies Employers' Association
P.O. Box 5728
JOHANNESBURG
2000

Burglar Alarms - See Engineering

Canvas

Cape Canvas and Ropeworking Association
P.O. Box 1530
CAPE TOWN
8000

Transvaal Canvas Goods Manufacturers' Association
P.O. Box 4581
JOHANNESBURG
2000

Carpet

Carpet Manufacturing Employers' Organisation (S.A.)
P.O. Box 32214
MOBENI
Durban
4060

Catering

Pretoria and Districts Caterers' Association
P.O. Box 2128
PRETORIA
0001

Tearoom, Restaurant Proprietors' and Caterers' Association
P.O. Box 5124
JOHANNESBURG
2000

Cellular Urethane

Cellular Urethane Manufacturers' Association
P.O. Box 4581
JOHANNESBURG
2000

Cement and Cement Products

Transvaal Cement Products Manufacturers' Association
P.O. Box 4581
JOHANNESBURG
2000

South African Fibre-Reinforced Cement Manufacturers' Association
P.O. Box 4581
JOHANNESBURG
2000

South African Cement Producers' Association
P.O. Box 2832
JOHANNESBURG
2000

Western Province Concrete Products Manufacturers' Association
P.O. Box 1536
CAPE TOWN
8000

Ceramics

Ceramic Industries Association of South Africa
P.O. Box 4581
JOHANNESBURG
2000

Chemical

Cape Manufacturing Chemists and Druggists' Association
P.O. Box 1536
CAPE TOWN
8000

Chemical (continued)

South African Glue and Gelatine Manufacturers' Association
P.O. Box 4581
JOHANNESBURG
2000

Transvaal Chemical Manufacturers' Association
P.O. Box 4581
JOHANNESBURG
2000

The Agricultural, Mining and Industrial Chemical Manufacturers' Association
P.O. Box 61204
MARSHALLTOWN
2107

Cinematograph and Theatre

Employers Association of the Cinematograph and Theatre Industry of South Africa
P.O. Box 6649
JOHANNESBURG
2000

Civil Engineering

South African Federation of Civil Engineering Contractors
Private Bag X1
GARDEN VIEW
2047

Clay - See Brick and Clay

Clothing

Eastern Province Clothing Manufacturers' Association
P.O. Box 2221
NORTH END
Port Elizabeth
6056

Orange Free State and Northern Cape Clothing Manufacturers' Association
P.O. Box 4866
JOHANNESBURG
2000

Natal Clothing Manufacturers' Association
P.O. Box 3703
DURBAN
4000

Transvaal Clothing Manufacturers' Association
P.O. Box 6533
JOHANNESBURG
2000

Cape Clothing Manufacturers' Association
P.O. Box 1536
CAPE TOWN
8000

Coal

Natal Coal Owners Society
P.O. Box 281
DURBAN
4000

Commercial Distributive

Commercial Employers Association
P.O. Box 687
JOHANNESBURG
2000

Cape Peninsula Commercial Employers' Organisation
P.O. Box 204
CAPE TOWN
8000

Durban and Districts Distributive Employers' Association
P.O. Box 1506
DURBAN
4000

Kimberley Commercial Employers' Association
P.O. Box 300
KIMBERLEY
8300

Pretoria Commercial Employers' Association
P.O. Box 72
PRETORIA
0001

Port Elizabeth Commercial Employers' Organisation
P.O. Box 48
PORT ELIZABETH
6000

Cotton

South African Cotton Ginners' Association
P.O. Box 4581
JOHANNESBURG
2000

Gas

Cryogenic and Compressed Gas Industry Association
P.O. Box 1042
JOHANNESBURG
2000

Crushed Stone - See Quarry

Dairy

Dairy Industry Employers' Organisation
P.O. Box 14624
VERWOERDBURG
0140

Dental Mechanician

South African Dental Laboratory Association
P.O. Box 5934
JOHANNESBURG
2000

Diamond Cutting

Master Diamond Cutters' Association of South Africa
P.O. Box 11126
JOHANNESBURG
2000

Edible Oil

South African Oil Expressers' Association
P.O. Box 31545
BRAAMFONTEIN
2017

Electrical Contracting

Electrical Contractors' Association (South Africa)
P.O. Box 5327
JOHANNESBURG
2000

Electrical Contracting and Allied Industries Association (Eastern Cape)
P.O. Box 7086
PORT ELIZABETH
6000

Engineering

Association of Electric Cable Manufacturers of South Africa
P.O. Box 1338
JOHANNESBURG
2000

Association of Metal Service Centres of South Africa
P.O. Box 1042
JOHANNESBURG
2000

Automotive Parts Production Engineers' Association
P.O. Box 1338
JOHANNESBURG
2000

Bright Bar Association
P.O. Box 1338
JOHANNESBURG
2000

Cape Engineers and Founders' Association
P.O. Box 1536
CAPE TOWN
8000

Cape Sheet Metal Manufacturers' Association
P.O. Box 1536
CAPE TOWN
8000

Constructional Engineering Association
P.O. Box 1338
JOHANNESBURG
2000

Domestic Appliance Manufacturers' Association of South Africa
P.O. Box 1338
JOHANNESBURG
2000

Engineering (continued)

East London Engineers' and Founders' Employers Association
P.O. Box 27
EAST LONDON
5200

Covered Conductor Manufacturers' Association
P.O. Box 1338
JOHANNESBURG
2000

Edge Hand and Small Tool Manufacturers' Association
P.O. Box 1338
JOHANNESBURG
2000

Electric Arc Welding Electrode Manufacturers' Association
P.O. Box 1042
JOHANNESBURG
2000

Electrical Engineering and Allied Industries Association
P.O. Box 1338
JOHANNESBURG
2000

Electronics and Telecommunications Industries Association
P.O. Box 1338
JOHANNESBURG
2000

Engineers and Founders Association (Transvaal, O.F.S. and Northern Cape)
P.O. Box 1338
JOHANNESBURG
2000

Ferro Alloy Producers' Association
P.O. Box 1338
JOHANNESBURG
2000

Gate and Fence Manufacturers' Association of the Transvaal
P.O. Box 1338
JOHANNESBURG
2000

Heavy Engineering Manufacturers' Association
P.O. Box 1338
JOHANNESBURG
2000

High Speed Steel Cutting Tool Manufacturers' Association
P.O. Box 1042
JOHANNESBURG
2000

Iron and Steel Producers' Association of South Africa
P.O. Box 1338
JOHANNESBURG
2000

Lift Engineering Association of South Africa
P.O. Box 1338
JOHANNESBURG
2000

Light Engineering Industries Association of South Africa
P.O. Box 1338
JOHANNESBURG
2000

Machine Engravers Association
P.O. Box 1338
JOHANNESBURG
2000

Materials Handling Association
P.O. Box 1338
JOHANNESBURG
2000

Metal Merchants' Association
P.O. Box 8170
JOHANNESBURG
2000

Natal Engineering Industries Association
P.O. Box 1300
DURBAN
4000

Non-Ferrous Metal Industries Association of South Africa
P.O. Box 1338
JOHANNESBURG
2000

Engineering (continued)

Port Elizabeth Engineers' Association
P.O. Box 2221
NORTH END
Port Elizabeth
6056

Plumbers and Engineers Brassware Manufacturers' Association
P.O. Box 1338
JOHANNESBURG
2000

Precision Manufacturing Engineers' Association
P.O. Box 1338
JOHANNESBURG
2000

Pressure Vessel Manufacturers' Association of South Africa
P.O. Box 1338
JOHANNESBURG
2000

South African Agricultural and Irrigation Machinery Manufacturers' Association
P.O. Box 1338
JOHANNESBURG
2000

South African Air Conditioning Equipment Manufacturers' Association
P.O. Box 1338
JOHANNESBURG
2000

South African Association of Shipbuilders and Repairers
P.O. Box 1338
JOHANNESBURG
2000

Boating Industry Association of South Africa
P.O. Box 1042
JOHANNESBURG
2000

South African Intruder Detection Systems Association
P.O. Box 1338
JOHANNESBURG
2000

South African Electro-plating Industries Association
P.O. Box 1338
JOHANNESBURG
2000

South African Fasteners Manufacturers' Association
P.O. Box 1338
JOHANNESBURG
2000

South African Industrial, Refrigeration and Air Conditioning Contractors' Association
P.O. Box 1338
JOHANNESBURG
2000

South African Machine Tool Manufacturers' Association
P.O. Box 1338
JOHANNESBURG
2000

Sheet Metal Industries Association of South Africa
P.O. Box 1338
JOHANNESBURG
2000

South African Production Founders' Association
P.O. Box 1338
JOHANNESBURG
2000

South African Reinforced Concrete Engineers Association
P.O. Box 1338
JOHANNESBURG
2000

South African Tube Makers Association
P.O. Box 1338
JOHANNESBURG
2000

South African Pump Manufacturers' Association
P.O. Box 1338
JOHANNESBURG
2000

Engineering (continued)

South African Wrought Non-Ferrous Metal Manufacturers' Association
P.O. Box 1338
JOHANNESBURG
2000

South African Wire and Wire Rope Manufacturers' Association
P.O. Box 1338
JOHANNESBURG
2000

South African Valve Manufacturers' Association
P.O. Box 1338
JOHANNESBURG
2000

Transvaal and O.F.S. Foundry Association
P.O. Box 1338
JOHANNESBURG
2000

Forging Association of Southern Africa (FASA)
P.O. Box 1338
JOHANNESBURG
2000

Fibre

Fibre Container Manufacturers' Association
P.O. Box 4581
JOHANNESBURG
2000

South African Non-Woven Manufacturers' Association
P.O. Box 1300
DURBAN
4000

Fire Protection

Fire Protection Industries Association of South Africa
P.O. Box 1338
JOHANNESBURG
2000

Food

Edible Nut Processors Association of South Africa
P.O. Box 4581
JOHANNESBURG
2000

Yeast and Allied Products Manufacturers' Association of South Africa
P.O. Box 4581
JOHANNESBURG
2000

Fruit Juice

South African Fruit Juice and Squash Manufacturers' Association
P.O. Box 4581
JOHANNESBURG
2000

Foundry - See Engineering

Furniture

Cape Furniture Manufacturers' Association
P.O. Box 1536
CAPE TOWN
8000

Border Furniture Manufacturers' Association
P.O. Box 167
EAST LONDON
5200

Furniture Trades' Association
P.O. Box 5493
JOHANNESBURG
2000

Midland Furniture Manufacturers' Association
P.O. Box 2221
NORTH END
Port Elizabeth
6056

Natal Furniture Manufacturers' Association
P.O. Box 1300
DURBAN
4000

Furniture (continued)

Vereniging van Meubelfabrikante en Stoffeerders O.V.S.
c/o Messrs Truter, Van de Wall and Partners
P.O. Box 260
BLOEMFONTEIN
9300

South Western Furniture Manufacturers' Association
c/o Fechter and Fechter (Pty) Ltd
P.O. Box 64
KNYSNA
6570

Transvaal Furniture and Upholstery Manufacturers' Association
P.O. Box 6519
JOHANNESBURG
2000

Fur

South African Fur Trade Association
P.O. Box 9478
JOHANNESBURG
2000

Glue - See Chemicals

Glass

Port Elizabeth Glass Industry Employers' Association
P.O. Box 2221
NORTH END
Port Elizabeth
6056

South African National Flat Glass Association
P.O. Box 3995
JOHANNESBURG
2000

Handbag

South African Handbag Manufacturers' Association
P.O. Box 1536
CAPE TOWN
8000

Hairdressing

South African Hairdressers and Cosmetologists Association
P.O. Box 1201
JOHANNESBURG
2000

Hotel - See Liquor and Catering

Jewellery

Transvaal Jewellery Manufacturers' Association
616 Fanora House
61 Rissik Street
JOHANNESBURG
2001

Cape Jewellery Manufacturers' Association
P.O. Box 1536
CAPE TOWN
8000

Association of Imitation Jewellery Manufacturers of South Africa
P.O. Box 4581
JOHANNESBURG
2000

Natal European Jewellery Manufacturers Association
P.O. Box 3072
DURBAN
4000

Ice-cream

South African Ice-Cream Manufacturers' Employers' Association
P.O. Box 933
PRETORIA
0001

Knitting

Transvaal Knitters' Association
P.O. Box 4581
JOHANNESBURG
2000

Cape Knitting Industry Association
P.O. Box 1536
CAPE TOWN
8000

Laundry, Cleaning and Dyeing

Cape Town and District Laundry Cleaners' and Dyers' Association
P.O. Box 1536
CAPE TOWN
8000

Natal Laundry, Cleaners' and Dyers' Association
P.O. Box 1924
DURBAN
4000

Port Elizabeth Cleaners', Dyers and Launderers'Association
c/o Blue Seal Dry Cleaners
Swartkop Street
PORT ELIZABETH
6001

Transvaal Launderers', Cleaners' and Dyers' Association
P.O. Box 4581
JOHANNESBURG
2000

East Rand Launderers', Cleaners' and Dyers' Association
P.O. Box 683
SPRINGS
1560

Johannesburg Dry Cleaners' and Launderers' Association
P.O. Box 4863
JOHANNESBURG
2000

Lawn Mower

Lawn Mower Association of South Africa
P.O. Box 50363
RANDBURG
2125

South African Lawnmower Manufacturers' Association
P.O. Box 4581
JOHANNESBURG
2000

Leather

Cape Western and North Western Leather Industries Employers' Association
P.O. Box 1536
CAPE TOWN
8000

Midland and Border Leather Industry Manufacturers' Association
P.O. Box 2221
NORTH END
Port Elizabeth
6056

Natal Footwear, Tanning and General Leather Manufacturers' Association
P.O. Box 1300
DURBAN
4000

Southern Cape Leather Industries Association
P.O. Box 2228
NORTH END
Port Elizabeth
6056

Transvaal Footwear, Tanning and Leather Trades Association
P.O. Box 4581
JOHANNESBURG
2000

South African Tanning Employers' Organisation
P.O. Box 2221
NORTH END
Port Elizabeth
6056

Liquor

Hotel, Bottle Store, Restaurant Association - Cape
P.O. Box 836
CAPE TOWN
8000

Hotel Association (Non-Liquor) of East London and District
P.O. Box 64
EAST LONDON
5200

Liquor (continued)

South African Wine and Spirit Industry Employers Association
P.O. Box 236
STELLENBOSCH
7600

Hotel and Catering Association - Eastern Cape
P.O. Box 21
PORT ELIZABETH
6000

Transvaal Association of Hotel and Accommodation Establishments
P.O. Box 8914
JOHANNESBURG
2000

Hotel and Bottle Store Association of Durban and District
P.O. Box 3990
DURBAN
4000

Hotel and Accommodation Establishments Association (Non-Liquor) of Natal
P.O. Box 50206
MUSGRAVE
4062

Hotel, Liquor and Catering Association of the Border
P.O.Box 660
EAST LONDON
5200

Hotel, Liquor and Catering Association of the Transvaal
P.O. Box 2068
JOHANNESBURG
2000

Hotel and Accommodation Association of the Cape
c/o Mr B. Gamsu
21 Oldfield Road
SEA POINT
8001

Natal South Coast Liquor, Catering and Accommodation Association
P.O. Box 25
MARGATE
4275

Hotel and Liquor Traders' Association - Natal Inland
P.O. Box 267
PIETERMARITZBURG
3200

Local Authority

Bantoesake-Administrasierade Werkgewersvereniging
P.O. Box 4414
JOHANNESBURG
2000

Transvaalse Munisipale Werkgewersorganisasie
P.O. Box 14187
VERWOERDBURG
0140

Kaaplandse Plaaslike Owerhede Werkgewersvereniging
P.O. Box 17
STELLENBOSCH
7600

Locksmithing Trade

Locksmiths Association of South Africa
c/o Randburg Chamber of Commerce
P.O. Box 50363
RANDBURG
2125

Market Agents

Cape Town Market Agents Association
Municipal Market
c/o Fox and Brink (Pty) Ltd
EPPING
7460

Meat

Cape Retail Meat Traders' Association
P.O. Box 45
MAITLAND
7405

Durban and District Meat Traders' Association
P.O. Box 15124
BELLAIR
4006

Meat (continued)

East London Meat Traders' Association
P.O. Box 810
EAST LONDON
5200

Pietermaritzburg and District Meat Traders' Association
P.O. Box 861
PIETERMARITZBURG
3200

Port Elizabeth, Uitenhage and Despatch Meat Traders' Association
P.O. Box 2221
NORTH END
Port Elizabeth
6056

Pretoria and District Retail Meat Traders' Association
P.O. Box 4163
PRETORIA
0001

Witwatersrand and Pretoria Wholesale Butchers' Association
P.O. Box 3965
JOHANNESBURG
2000

Witwatersrand Retail Master Butchers' Association
P.O. Box 9478
JOHANNESBURG
2000

The East Rand Retail Butchers' Association
P.O. Box 12264
KATLEHONG
1832

Metal - See Engineering

Metal Container

South African Metal Containers, Closures and Allied Industries Manufacturers' Association
P.O. Box 4581
JOHANNESBURG
2000

Milling

National Association of Grain Milling Employers
P.O. Box 8609
JOHANNESBURG
2000

Port Elizabeth Millers' Association
P.O. Box 2221
NORTH END
Port Elizabeth
6056

South African Lumber Millers' Association
P.O. Box 3531
JOHANNESBURG
2000

Millinery

Millinery Association (Cape)
P.O. Box 1536
CAPE TOWN
8000

Transvaal Headwear Manufacturers' Association
P.O. Box 4581
JOHANNESBURG
2000

Mineral Water

Cape Mineral Water Manufacturers' Association
P.O. Box 1536
CAPE TOWN
8000

Natal Soft Drink Manufacturers' Association
P.O. Box 1177
DURBAN
4000

Transvaal Soft Drink Manufacturers' Association
P.O. Box 4581
JOHANNESBURG
2000

Mineral Water (continued)

Eastern Cape and Border Soft Drinks Manufacturers' Association
P.O. Box 2221
PORT ELIZABETH
6056

O.F.S. and Northern Cape Soft Drinks Manufacturers' Association
P.O. Box 455
BLOEMFONTEIN
9300

Mining

Chamber of Mines of South Africa
P.O. Box 809
JOHANNESBURG
2000

Motor

Automobile Manufacturers Employers Organisation
P.O. Box 2284
NORTH END
Port Elizabeth
6056

Eastern Province Automobile Manufacturers' Association
P.O. Box 2221
NORTH END
Port Elizabeth
6056

South African Motor Industry Employers' Association
P.O. Box 3478
JOHANNESBURG
2000

South African Motor Ferry Association
P.O. Box 3478
JOHANNESBURG
2000

Transvaal Automobile Manufacturers Association
c/o Sigma Motor Corporation
P.O. Box 411
PRETORIA
0001

Municipal - See Local Authority

Non-White Trade

South African Association for the Non-White Trade (Incorporating the Witwatersrand Chamber of Reef Trade)
P.O. Box 5351
JOHANNESBURG
2000

Reef (Non-White Trade) Employers' Association
P.C. Box 11034
GERMEX
1409

Office Equipment

Business Equipment Association of South Africa
P.O. Box 4581
JOHANNESBURG
2000

Oil - See Edible Oil

Ophthalmic

South African Ophthalmic Optical Manufacturers' Association
P.O. Box 4581
JOHANNESBURG
2000

Plastic

Plastics Manufacturers' Association of South Africa
P.O. Box 4581
JOHANNESBURG
2000

South African Plastic Recycling Association
P.O. Box 4581
JOHANNESBURG
2000

Paint

South African Paint Manufacturers' Association
P.O. Box 1300
DURBAN
4000

Plywood - See Timber

Printing and Newspaper

South African Printing and Allied Industries Federation
P.O. Box 1200
JOHANNESBURG
2000

Newspaper Press Union of South Africa
P.O. Box 10537
JOHANNESBURG
2000

Pottery - See Ceramics

Pulp and Paper

Association of Pulp, Paper and Board Manufacturers of South Africa
P.O. Box 10606
MARINE PARADE
Durban
4056

South African Waste Paper Recyclers' Association
P.O. Box 4581
JOHANNESBURG
2000

Quarry

Master Masons' and Quarry Owners' Association (South Africa)
P.O. Box 11359
JOHANNESBURG
2000

Quarry Owners Association of the Western Province
P.O. Box 1536
CAPE TOWN
8000

Transvaal Aggregate Manufacturers' Association
P.O. Box 4561
JOHANNESBURG
2000

Natal Aggregate Producers Association
P.O. Box 236
DURBAN
4000

Midland and Border Aggregate Producers' Association
P.O. Box 2221
NORTH END
Port Elizabeth
6056

Radio and Television

South African Radio and Television Manufacturers' Association
P.O. Box 1338
JOHANNESBURG
2000

Radio, Appliances and Television Association of South Africa
P.O. Box 1338
JOHANNESBURG
2000

Television Aerial Installers' Association of South Africa
P.O. Box 1338
JOHANNESBURG
2000

Rubber and Rubber Products

Tyre Cord, Belting, Duck and Allied Products Manufacturers' Association
P.O. Box 3382
JOHANNESBURG
2000

Sawmilling

Southern Cape Sawmillers' Association
P.O. Box 2221
NORTH END
Port Elizabeth
6056

Security

Natal Employers' Association Security Guard Services
P.O. Box 2282
DURBAN
4000

Transvaal Employers' Association of Security Services
P.O. Box 18877
HILLBROW
2038

Shipbuilding - See Engineering

Sign and Display

Outdoor Advertising Association of South Africa
P.O. Box 4581
JOHANNESBURG
2000

Soap

South African Soap, Detergent and Candle Manufacturers' Association
P.O. Box 31545
BRAAMFONTEIN
2017

Sugar

Sugar Manufacturing and Refining Employers' Association
P.O. Box 2278
DURBAN
4000

Sweets

Western Cape Sweet Manufacturers' Association
P.O. Box 1536
CAPE TOWN
8000

Sweet Industry Association of the Transvaal
P.O. Box 4581
JOHANNESBURG
2000

Steelwool

South African Steelwool Manufacturers' Association
P.O. Box 4581
JOHANNESBURG
2000

Stationers

Writing Instruments Association of South Africa
P.O. Box 4581
JOHANNESBURG
2000

Tyre and Rubber

Port Elizabeth and Uitenhage Tyre and Rubber Manufacturers Employers' Association
P.O. Box 2221
NORTH END
Port Elizabeth
6056

Timber

Timber and Allied Products Manufacturers' Association (Cape)
P.O. Box 1536
CAPE TOWN
8000

National Association of Plywood, Timber Board and Chip Board Manufacturers
P.O. Box 4581
JOHANNESBURG
2000

Television - See Radio and Television

Tea and Coffee

Cape Coffee Roasters' and Tea Packers' Association
P.O. Box 1536
CAPE TOWN
8000

South African Tea, Coffee and Chicory Association
P.O. Box 2080
JOHANNESBURG
2000

Natal Tea, Coffee and Chicory Association
P.O. Box 1300
DURBAN
4000

Textiles

National Association of Worsted Textile Manufacturers
P.O. Box 1536
CAPE TOWN
8000

National Textile Manufacturers' Association
P.O. Box 1300
DURBAN
4056

Cape Province Textile Manufacturers' Association
P.O. Box 1536
CAPE TOWN
8000

Theatre - See Cinematograph and Theatre

Tobacco

Tobacco Employers' Organisation
P.O. Box 4581
JOHANNESBURG
2000

Transport

Bus Owners' Association
Suite 402
4th Floor
KMS House
473 Grey Street
DURBAN
4001

South African Bus Employers' Association
P.O. Box 51305
RANDBURG
2125

Cape Motor Transport Owners' Association
P.O. Box 49
EERSTERIVIER
7100

Motor Transport Owners' Association of South Africa
P.O. Box 50007
RANDBURG
2125

Road Passenger Transport Employers' Association (Cape)
P.O. Box 115
CAPE TOWN
8000

Transport Employers' Association (Natal)
P.O. Box 1300
DURBAN
4000

Road Passenger Transport Employers' Association (Southern and Eastern Cape)
P.O. Box 48
PORT ELIZABETH
6000

Tyre Cord - See Rubber and Rubber Products

Vehicle Building

South African Vehicle Builders' and Repairers Association
P.O. Box 3478
JOHANNESBURG
2000

Venetian blinds

Blind and Allied Products Manufacturers' Association of South Africa
P.O. Box 4581
JOHANNESBURG
2000

Wattle

South African Wattle Extract Manufacturers' Employers Association
P.O. Box 365
PIETERMARITZBURG
3200

Yeast - See Food

2. REGISTERED INDUSTRIAL COUNCILS

Enquiries should be addressed to the Secretary.

In the case of industries for which there are no industrial councils, interested persons should contact the Department of Manpower.

Automobile Industry

Industrial Council for the Automobile Manufacturing Industry, Eastern Province
P.O. Box 2221
PORT ELIZABETH
6000

Bag Manufacturing Industry

Industrial Council for the Bag Manufacturing Industry (Paarl)
P.O. Box 282
PAARL
7620

Baking and Confectionery Industry

Industrial Council for the Baking and/or Confectionery Industry, Cape
P.O. Box 1536
CAPE TOWN
8000

Industrial Council for the Baking and/or Confectionery Industry (Durban and Districts)
P.O. Box 1300
DURBAN
4000

Industrial Council for the Baking and Confectionery Industry, Port Elizabeth and Uitenhage
P.O. Box 2221
PORT ELIZABETH
6000

Industrial Council for the Baking and Confectionery Industry (Pretoria)
P.O. Box 933
PRETORIA
0001

Bedding Manufacturing Industry

Industrial Council for the Bedding Manufacturing Industry, (Transvaal)
P.O. Box 10467
JOHANNESBURG
2000

Bespoke Tailoring Industry

Industrial Council for the Bespoke Tailoring Industry (Witwatersrand)
P.O. Box 9478
JOHANNESBURG
2000

Biscuit Manufacturing Industry

National Industrial Council for the Biscuit Manufacturing Industry of South Africa
P.O. Box 3137
CAPE TOWN
8000

Brewing Industry

Industrial Council for the Brewing Industry, Cape Town
P.O. Box 1536
CAPE TOWN
8000

Industrial Council for the Brewing Industry, Witwatersrand
P.O. Box 9478
JOHANNESBURG
2000

Building Industry

Industrial Council for the Building Industry (Grahamstown)
Private Bag X4089
KORSTEN
Port Elizabeth
6014

Industrial Council for the Building Industry, Kimberley
P.O. Box 356
KIMBERLEY
8300

Industrial Council for the Building Industry (Eastern Cape)
Private Bag X4089
KORSTEN
Port Elizabeth
6014

Building Industry (continued)

Industrial Council for the Building Industry, Kroonstad
P.O. Box 280
KROONSTAD
9500

Industrial Council for the Building Industry, Transvaal
P.O. Box 3201
JOHANNESBURG
2000

Industrial Council for the Building Industry (East London)
P.O. Box 890
EAST LONDON
5200

Industrial Council for the Building Industry, Bloemfontein
P.O. Box 693
BLOEMFONTEIN
9300

Pietermaritzburg and Northern Areas Industrial Council for the Building Industry
P.O. Box 103
PIETERMARITZBURG
3200

Industrial Council for the Building Industry, Western Province
P.O. Box 2212
CAPE TOWN
8000

Industrial Council for the Building Industry, Worcester
P.O. Box 240
WORCESTER
6850

Industrial Council for the Building Industry, Natal
P.O. Box 1125
DURBAN
4000

Industrial Council for the Building Industry (Queenstown)
P.O. Box 556
QUEENSTOWN
5320

Building Society Undertaking

Industrial Council for the Building Society Undertaking
P.O. Box 61518
MARSHALLTOWN
2107

Canvas Goods Industry

Industrial Council for the Canvas Goods Industry (Witwatersrand and Pretoria)
P.O. Box 4172
JOHANNESBURG
2000

Industrial Council for the Canvas and Ropeworking Industry (Cape)
P.O. Box 1536
CAPE TOWN
8000

Chemical Industry

Industrial Council for the Chemical Industry, (Cape)
P.O. Box 1536
CAPE TOWN
8000

Industrial Council for the Transvaal Chemical Manufacturing Industry
P.O. Box 4581
JOHANNESBURG
2000

Cinematograph and Theatre Industry

Industrial Council for the Cinematograph and Theatre Industry (South Africa)
P.O. Box 6649
JOHANNESBURG
2000

Clothing Industry

Industrial Council for the Clothing Industry (Cape)
P.O. Box 142
SALT RIVER
7925

Clothing (continued)

Industrial Council for the Clothing Industry, Natal
P.O. Box 18354
DALBRIDGE
4014

Industrial Council for the Clothing Industry, Orange Free State and Northern Cape
P.O. Box 4866
JOHANNESBURG
2000

Industrial Council for the Clothing Industry, Eastern Province
P.O. Box 2221
PORT ELIZABETH
6000

Industrial Council for the Clothing Industry, Transvaal
P.O. Box 5101
JOHANNESBURG
2000

Commercial Distributive Trade

Commercial Distributive Trade Industrial Council, Kimberley
P.O. Box 356
KIMBERLEY
8300

Cotton Textile Manufacturing Industry

Industrial Council for the Cotton Textile Manufacturing Industry (Cape)
P.O. Box 1536
CAPE TOWN
8000

Dairy Industry

National Industrial Council for the Dairy Industry
P.O. Box 265
PRETORIA
0001

Dental Industry

Dental Mechanicians Labour Committee
P.O. Box 995
PRETORIA
0001

Diamond Cutting Industry

Industrial Council for the Diamond Cutting Industry of South Africa
P.O. Box 2389
JOHANNESBURG
2000

Dissolving Pulp Manufacturing Industry

Industrial Council for the Dissolving Pulp Manufacturing Industry
P.O. Box 1300
DURBAN
4000

Electrical Contracting Industry

Industrial Council for the Electrical Contracting Industry (Transvaal)
P.O. Box 10604
JOHANNESBURG
2000

Industrial Council for the Electrical Contracting and Servicing Industry (Cape)
807 "Monte Carlo"
Heerengracht
Foreshore
CAPE TOWN
8001

Industrial Council for the Electrical Industry (Natal)
P.O. Box 722
DURBAN
4000

Industrial Council for the Electrical Industry, East London
P.O. Box 890
EAST LONDON
5200

Engineering Industry

National Industrial Council for the Iron, Steel, Engineering and Metallurgical Industry of South Africa
P.O. Box 9381
JOHANNESBURG
2000

Explosives and Allied Industries

Central Industrial Council for the Explosives and Allied Industries
P.O. Box 9478
JOHANNESBURG
2000

Furniture Industry

Industrial Council for the Furniture Manufacturing Industry, Transvaal
P.O. Box 10467
JOHANNESBURG
2000

Industrial Council for the Furniture Industry of the Orange Free State
P.O. Box 869
BLOEMFONTEIN
9300

Industrial Council for the Furniture Manufacturing Industry, Natal
P.O. Box 1554
DURBAN
4000

Border Industrial Council for the Furniture Manufacturing Industry
P.O. Box 167
EAST LONDON
5200

Industrial Council for the Furniture Manufacturing Industry of the South Western Districts
P.O. Box 2221
PORT ELIZABETH
6000

Industrial Council for the Furniture Manufacturing Industry of the Eastern Cape
P.O. Box 2221
PORT ELIZABETH
6000

Industrial Council for the Furniture Industry of the Western Cape
P.O. Box 964
CAPE TOWN
8000

Hairdressing Trade

Industrial Council for the Hairdressing Trade, Cape Peninsula
P.O. Box 887
CAPE TOWN
8000

Industrial Council for the Hairdressing Trade, Witwatersrand
P.O. Box 1201
JOHANNESBURG
2000

Industrial Council for the Hairdressing Trade, Pretoria
P.O. Box 1237
PRETORIA
0001

Industrial Council for the Hairdressing Trade, Port Elizabeth and Uitenhage
P.O. Box 2221
PORT ELIZABETH
6000

Industrial Council for the Hairdressing Trade, Natal
P.O. Box 2182
DURBAN
4000

Jewellery and Precious Metal Industry

Industrial Council for the Jewellery and Precious Metal Industry (Cape)
P.O. Box 1536
CAPE TOWN
8000

Knitting Industry

Industrial Council for the Knitting Industry (Transvaal)
P.O. Box 4866
JOHANNESBURG
2000

Laundry, Dry Cleaning and Dyeing Industry

Industrial Council for the Laundry, Cleaning and Dyeing Industry (Cape)
P.O. Box 1536
CAPE TOWN
8000

Laundry, Dry Cleaning and Dyeing Industry (continued)

Industrial Council for the Laundry, Dry Cleaning and Dyeing Trade (Transvaal)
P.O. Box 1609
JOHANNESBURG
2000

Industrial Council for the Laundry, Cleaning and Dyeing Industry (Natal)
P.O. Box 1924
DURBAN
4000

Leather Industry

National Industrial Council of the Leather Industry of South Africa
P.O. Box 2221
PORT ELIZABETH
6000

Liquor and Catering Trade

Industrial Council for the Liquor and Catering Trade, Pretoria
P.O. Box 2128
PRETORIA
0001

Industrial Council for the Liquor and Catering Trade (Cape)
P.O. Box 836
CAPE TOWN
8000

Industrial Council for the Liquor, Catering, Private Hotel and Boarding House Trades, South Coast Natal
P.O. Box 401
PORT SHEPSTONE
4240

Industrial Council for the Liquor and Catering Trade, East London
P.O. Box 779
EAST LONDON
5200

Industrial Council for the Liquor and Catering Trade, Pietermaritzburg
P.O. Box 267
PIETERMARITZBURG
3200

Industrial Council for the Liquor and Catering Trade, Durban
P.O. Box 472
DURBAN
4000

Industrial Council for the Liquor and Catering Trade (Witwatersrand and Vereeniging)
P.O. Box 2068
JOHANNESBURG
2000

Local Authority Undertaking

Industrial Council for the Local Authority Undertaking in the Province of Transvaal
Private Bag X4
ALKANTRANT
0005

Suid-Afrikaanse Nywerheidsraad vir Administrasierade
P.O. Box 62
PRETORIA
0001

Meat Trade

Industrial Council for the Meat Trade of the Magisterial District of East London
P.O. Box 610
EAST LONDON
5200

Industrial Council for the Retail Meat Trade, (Witwatersrand)
P.O. Box 10589
JOHANNESBURG
2000

Industr Council for the Retail Meat Trade, Pretoria
P.O. Box 4163
PRETORIA
0001

Millinery Industry

Industrial Council for the Millinery Industry, Transvaal
P.O. Box 4866
JOHANNESBURG
2000

Millinery Industry (continued)

Industrial Council for the Millinery Industry (Cape)
P.O. Box 1536
CAPE TOWN
8000

Motor Industry

National Industrial Council for the Motor Industry
P.O. Box 1065
JOHANNESBURG
2000

Municipal Undertakings

Industrial Council for the Bloemfontein Municipal Undertaking
P.O. Box 1765
BLOEMFONTEIN
9300

Industrial Council for the Johannesburg Municipal Undertaking
P.O. Box 10638
JOHANNESBURG
2000

Industrial Council for the Pretoria Municipal Undertaking
P.O. Box 440
PRETORIA
0001

Non-White Trade

Industrial Council for the Non-White Trade (Witwatersrand and Heidelberg)
P.O. Box 5347
JOHANNESBURG
2000

Ophthalmic Optical Manufacturing Industry

Industrial Council for the South African Ophthalmic Optical Manufacturing Industry
P.O. Box 5175
JOHANNESBURG
2000

Printing and Newspaper Industry

The National Industrial Council of the Printing and Newspaper Industry of South Africa
P.O. Box 6776
ROGGEBAAI
8012

Pulp and Paper Manufacture

Industrial Council for the Pulp and Paper Manufacture
P.O. Box 11330
SELCOURT
Springs
1567

Rubber and Tyre Industry

Durban Rubber Industrial Council
P.O. Box 925
DURBAN
4000

Industrial Council for the Tyre and Rubber Manufacturing Industry, Eastern Province
P.O. Box 2221
PORT ELIZABETH
6000

Sugar Manufacturing and Refining Industry

Industrial Council for the Sugar Manufacturing and Refining Industry
408/9 J.B.S. Buildings
cr. West and Field Streets
DURBAN
4001

Sweetmaking Industry

Industrial Council for the Sweetmaking Industry (Johannesburg)
P.O. Box 4172
JOHANNESBURG
2000

Industrial Council for the Sweetmaking Industry (Cape)
P.O. Box 1536
CAPE TOWN
8000

Sweetmaking Industry (continued)

Industrial Council for the Sweet Manufacturing Industry, East London
P.O. Box 27
EAST LONDON
5200

Tea Room, Restaurant and Catering Trade

Industrial Council for the Tea Room, Restaurant and Catering Trade (Pretoria)
P.O. Box 1256
PRETORIA
0001

Industrial Council for the Tea Room, Restaurant and Catering Trade, Johannesburg
P.O. Box 2221
JOHANNESBURG
2000

Textile Manufacturing Industry

National Industrial Council for the Textile Manufacturing Industry of the Republic of South Africa
P.O. Box 2629
DURBAN
4000

Tobacco Manufacturing Industry

Industrial Council for the Tobacco Manufacturing Industry (Rustenburg)
P.O. Box 63
RUSTENBURG
0300

Industrial Council for the Tobacco Industry (Transvaal)
205/6 York House
57 Rissik Street
JOHANNESBURG
2001

Transport Industry

Industrial Council for the Road Passenger Transport Industry, Kimberley
P.O. Box 356
KIMBERLEY
8300

Industrial Council for the Road Passenger Transport Industry (Port Elizabeth)
P.O. Box 2221
PORT ELIZABETH
6000

Industrial Council for the Non-European Passenger Transportation Trade (Durban)
42 K.M.S. Building
173 Grey Street
DURBAN
4001

Industrial Council for the Road Passenger Transport Industry (Cape)
P.O. Box 115
CAPE TOWN
8000

Industrial Council for the Motor Transport Undertaking (Goods) (Witwatersrand)
P.O. Box 5274
JOHANNESBURG
2000

Worsted Textile Manufacturing Industry

Industrial Council for the Worsted Textile Manufacturing Industry (Cape)
P.O. Box 1536
CAPE TOWN
8000

3. GUIDANCE AND PLACEMENT CENTRES

Department of Manpower (Coloureds, Indians and Whites)

Central House
81 Ampthill Avenue
Private Bag X1007
BENONI
1500

Masonic Grove
Government Offices
P.O. Box 940
DURBAN
4000

Public Offices
54 York Street
Private Bag X6545
GEORGE
6530

Vicmey Building
125 Meyer Street
Private Bag X1041
GERMISTON
1400

Conlyn House
156 President Street
P.O. Box 4560
JOHANNESBURG
2000

Thomas Boydell Building
Parade Street
P.O. Box 872
CAPE TOWN
8000

Markstead Building
cor. Market and Stead Streets
Private Bag X5012
KIMBERLEY
8300

P.C. Pelser Building
Voortrekker Street
P.O. Box 461
KLERKSDORP
2570

New Magistrate's Courts
Eunice Road
P.O. Box 522
BLOEMFONTEIN
9300

Homes Trust Building
Mooi Street
P.O. Box 463
WELKOM
9460

1st Floor
Fairweather Heights Building
Brand Street
P.O. Box 437
KROONSTAD
9500

New Government Building
cor. Commissioner and Biccard Streets
Private Bag X2022
KRUGERSDORP
1740

3 Hill Street
P.O. Box 312
EAST LONDON
5200

Sanlam Building
200 Church Street
Private Bag X9048
PIETERMARITZBURG
3200

Eben Dönges Building
Hancock Street
North End
Private Bag 3908
PORT ELIZABETH
6000

Rotensua Building
83 Church Street
P.O. Box 1001
POTCHEFSTROOM
2520
(Mondays 09h00-12h00 only)

2nd Floor
Manpower Building
215 Schoeman Street
P.O. Box 393
PRETORIA
0001

Elizabeth House
21 Leslie Street
Private Bag X04
VEREENIGING
1930

Directorate of Civil Affairs and
Manpower
Cohen Building
cor. Kaiser and Casino Streets
Private Bag X13200
WINDHOEK
9000

Administration Boards (Blacks)

OFS Administration Board
P.O. Box 2313
BLOEMFONTEIN
9300

Western Cape Administration Board
Private Bag X7
GOODWOOD
Cape Town
7460

Port Natal Administration Board
Private Bag X54310
DURBAN
4000

East Rand Administration Board
P.O. Box 57
GERMISTON
1400

West Rand Administration Board
P.O. Box 4414
JOHANNESBURG
2000

Northern Cape Administration Board
Private Bag X5005
KIMBERLEY
8300

Eastern Transvaal Administration Board
P.O. Box 888
NELSPRUIT
1200

Northern Transvaal Administration Board
P.O. Box 829
PIETERSBURG
0700

Drakensberg Administration Board
P.O. Box 1724
PIETERMARITZBURG
3200

Eastern Cape Administration Board
P.O. Box 14025
SIDWELL
Port Elizabeth
6061

Western Transvaal Administration Board
Private Bag X1213
POTCHEFSTROOM
2520

Central Transvaal Administration Board
Private Bag X449
PRETORIA
0001

Oranje-Vaal Administration Board
Private Bag X029
VANDERBIJLPARK
1900

Highveld Administration Board
P.O. Box 520
WITBANK
0135

4. REGIONAL OFFICES OF THE COMMISSION FOR ADMINISTRATION

831 H.F. Verwoerd Building
St Andrew Street
P.O. Box 517
BLOEMFONTEIN
9300

Ninth Floor
The Golden Acre
Adderley Street
CAPE TOWN
8000

310 Saambou Building
Du Toitspan Road
KIMBERLEY
8301

59 Eben Dönges Building
Hancock Street
North End
P.O. Box 3192
PORT ELIZABETH
6000

507 Escoval House
537 Smith Street
DURBAN
4001

1203 Kel Court
112 Pritchard Street
P.O. Box 6371
JOHANNESBURG
2000

1518 Transvaal House
Vermeulen Street
Private Bag X121
PRETORIA
0001

5. TECHNICAL COLLEGES AND TECHNICAL INSTITUTES (According to Departments)

Department of Education and Training

Xhozutswaso Technical College
P.O. Box 349
BLOEMFONTEIN
9300

Isidingo Technical College
Private Bag
DAVEYTON
1507

Sivuyile Technical College
Private Bag
GUGULETU
7750

Usizo Technical College
P.O. Box 12174
KATLEHONG
1832

Moremogolo Technical College
Private Bag X5028
KIMBERLEY
8300

Ingqalabuthu Technical College
P.O. Box 32050
MOBENI
4060

Plessislaer Technical College
Private Bag X9085
PIETERMARITZBURG
3200

Iqhayiya Technical College
P.O. Box 14038
SIDWELL
6061

George Tabor Technical College
P.O. Box 898
ROODEPOORT
1725

Lekoa Technical College
P.O. Box 99
SEBOKENG
1982

Shikoane Matlala Technical College
Private Bag X4010
SESHEGO
0742

Thuto Matlala Technical College
P.O. Box 14
SILVERTON
0217

Tlamoha Technical College
P.O. Box 11324
SELCOURT
1567

Kwa Nobhule Technical College
P.O. Box 129
UITENHAGE
6230

Tosa Technical College
Private Bag X61
WELKOM
9460

Mpondozankomo Technical College
P.O. Box 1882
WITBANK
1035

Manu Technical College
P.O. Box 3073
WITBEECK
1729

Department of Internal Affairs (Coloured Education)

Technical College Athlone
Private Bag
ATHLONE
7700

Technical College Proteaville
Private Bag X9060
CAPE TOWN
8000

Technical College L.C. Johnson
Private Bag
DALBRIDGE
4014

Technical College R.C. Elliot
Private Bag X5057
FLORIANVILLE
8320

Southern Cape Technical Institute
P.O. Box 1139
GEORGE
6530

Training Centre for Artisans
Private Bag X7
KASSELSVLEI
7533

Highveld Technical College
Private Bag X5
LANGLAAGTE
2101

Namaqualand Technical Training Institute
P.O. Box 88
OKIEP
8270

Nautical Training Centre
Private Bag X1
PAARDENEILAND
7420

Cape Printers' College
Private Bag X010
PAROW EAST
7500

Technical College Bethelsdorp
Private Bag X6007
PORT ELIZABETH
6000

Department of Internal Affairs (Indian Education)

Apprentice School, Sastri College
Winterton Walk
DURBAN
4001

Catering School, Sastri College
Winterton Walk
DURBAN
4001

Loram School of General Studies
Osborne Street
DURBAN
4001

Department of National Education

Technical College Barberton
P.O. Box 138
BARBERTON
1300

Technical College Benoni
Private Bag X004
BENONI
1500

Tygerberg Technical College
Private Bag X1
BELLVILLE
7532

Technical College Bethlehem
Private Bag X40
BETHLEHEM
9700

Bloemfontein Technical College
Private Bag X20542
BLOEMFONTEIN
9300

Technical College Boksburg
Private Bag
BOKSBURG
1460

Technical College Brakpan
Private Bag X10
BRAKPAN
1540

Technical College Brits
P.O. Box 1876
BRITS
0250

Cape Town Technical College
P.O. Box 726
CAPE TOWN
8000

Technical College Carletonville
Private Bag X2015
CARLETONVILLE
2500

Technical College Durban
Private Bag
CONGELLA
4013

Technical College Durban Central
P.O. Box 5268
DURBAN
4000

East London Technical College
Private Bag X9016
SELBORNE
5200

Technical College Ellisras
Private Bag X210
ELLISRAS
0555

Technical College Ermelo
P.O. Box 376
ERMELO
2350

Technical College Evander
P.O. Box 170
EVANDER
2280

Technical College George
Private Bag X6548
GEORGE
6530

Technical College Germiston
Private Bag X1030
GERMISTON
1400

Technical College Glencoe
P.O. Box 300
GLENCOE
2930

SADF Technical College Wingfield
P.O. Box 299
GOODWOOD
7461

Technical College Grahamstown
P.O. Box 142
GRAHAMSTOWN
6140

Johannesburg Technical College
Private Bag X23
JOHANNESBURG
2000

Joubert Park Technical College
Private Bag X10
JOHANNESBURG
2000

Sishen Technical College
Private Bag X504
KATHU
8446

Kempton Park Technical College
Private Bag X07
VAN RIEBEECK PARK
1620

Northern Cape Technical College
Private Bag X5031
KIMBERLEY
8300

Technical College King William's Town
P.O. Box 159
KING WILLIAM'S TOWN
5600

Technical College Klerksdorp
Private Bag X13
KLERKSDORP
2570

Technical College Kroonstad
Private Bag X22
KROONSTAD
9500

Technical College Krugersdorp
Private Bag X2004
KRUGERSDORP
1740

Ladysmith Technical College
Private Bag X9903
LADYSMITH
3370

Technical College Lichtenburg
P.O. Box 55
LICHTENBURG
2740

Technical College Maitland
Private Bag X6
PINELANDS
7430

Technical College Middelburg
P.O. Box 533
MIDDELBURG (TVL)
1050

Technical College South Peninsula
P.O. Box 34
MUIZENBERG
7945

Technical College Nelspruit
P.O. Box 820
NELSPRUIT
1200

Technical College Newcastle
Private Bag X6602
NEWCASTLE
2940

Technical College Oudtshoorn
P.O. Box 534
OUDTSHOORN
6620

Technical College Paarl
P.O. Box 235
PAARL
7620

Technical College Phalaborwa
P.O. Box 1099
PHALABORWA
1390

Technical College Pietermaritzburg
Private Bag X9032
PIETERMARITZBURG
3200

Technical College Pietersburg
P.O. Box 205
PIETERSBURG
0700

Technical College Pinetown
Private Bag X2032
PINETOWN
3600

Technical College Port Elizabeth
Private Bag X6040
PORT ELIZABETH
6000

Technical College Port Shepstone
Private Bag X829
PORT SHEPSTONE
4240

Technical College Potchefstroom
P.O. Box 925
POTCHEFSTROOM
2520

Technical College Potgietersrus
P.O. Box 659
POTGIETERSRUS
0600

Pretoria Technical College
P.O. Box 26193
PRETORIA
0001

Technical College Pretoria West
150 Industrial Road
PRETORIA WEST
0002

Technical College Queenstown
P.O. Box 71
QUEENSTOWN
5320

Technical College Randfontein
Private Bag X17
RANDFONTEIN
1760

Technical College Richards Bay
P.O. Box 226
RICHARDS BAY
3900

Technical College Roodepoort
P.O. Box 789
ROODEPOORT
1725

Technical College Rustenburg
Private Bag X82086
RUSTENBURG
0300

Technical College Sasolburg
Private Bag X2009
SASOLBURG
9570

Technical College Springs
Private Bag X21
SPRINGS
1560

Technical College Standerton
P.O. Box 695
STANDERTON
2430

Technical College Stellenbosch
Private Bag X5012
STELLENBOSCH
7600

Hottentots-Holland Technical College
P.O. Box 76
STRAND
7140

Technical College Tzaneen
P.O. Box 192
TZANEEN
0850

Technical College Uitenhage
Private Bag X35
UITENHAGE
6230

Technical College Upington
Private Bag X5975
UPINGTON
8800

Vanderbijlpark Technical College
Private Bag X05
VANDERBIJLPARK
1900

Technical College Vereeniging
Private Bag
VEREENIGING
1930

Technical College Verwoerdburg
Private Bag X1
VERWOERDBURG
0133

Technical College Vryheid
P.O. Box 725
VRYHEID
3100

OFS Goldfields Technical College
Private Bag X21
WELKOM
9460

Technical College Witbank
Private Bag X7215
WITBANK
1035

Technical College Worcester
Private Bag X3060
WORCESTER
6850

6. TECHNIKONS

Cape Technikon
P.O. Box 652
CAPE TOWN
8000

M.L. Sultan Technikon
P.O. Box 1334
DURBAN
4000

TECHNIKONS (continued)

Peninsula Technikon
Private Bag X3
KASSELSVLEI
7533

Technikon Mabopane East
P.O. Box 13436
SINOVILLE
Pretoria
0129

Technikon Pretoria
420 Church Street East
PRETORIA
0002

Technikon RSA (Teletuition)
Private Bag X7
BRAAMFONTEIN
2017

Setlogela Technikon
Ga-Rankuwa
P.O. Box 16721
PRETORIA NORTH
0116

Technikon Mangosuthu
P.O. Box 12363
JACOBS
4026

Technikon Natal
P.O. Box 953
DURBAN
4000

Technikon OFS
Private Bag X20539
BLOEMFONTEIN
9300

Technikon Port Elizabeth
Private Bag X6011
PORT ELIZABETH
6000

Technikon Witwatersrand
P.O. Box 3293
JOHANNESBURG
2000

Vaal Triangle Technikon
Private Bag X021
VANDERBIJLPARK
1900

7. CORRESPONDENCE COLLEGES

Information concerning correspondence colleges may also be obtained from the Correspondence College Council, P.O. Box 1331, Johannesburg 2000

Actuarial Tuition Service
P.O. Box 66
CAPE TOWN
8000

African United Colleges
P.O. Box 2115
PRETORIA
0001

A.G.S. Teologiese Kollege
P.O. Box 91046
AUCKLAND PARK
2006

Aviation College of South Africa
P.O. Box 6701
JOHANNESBURG
2000

Board Course Correspondence College
P.O. Box 12091
CAPE TOWN
8000

Cleaver-Hume College (Pty) Ltd
P.O. Box 8417
JOHANNESBURG
2000

CORRESPONDENCE COLLEGES (continued)

College of Accountancy, The
P.O. Box 68936
BRYANSTON
2021

Damelin Institute of Professional Studies (Pty) Ltd
P.O. Box 4129
JOHANNESBURG
2000

Dunn & Bradstreet (Pty) Ltd
P.O. Box 4522
JOHANNESBURG
2000

George Boys Art Correspondence Course
P.O. Box 32090
BRAAMFONTEIN
2017

Good Samaritan School
P.O. Box 37174
BIRNAM PARK
2015

Insurance Institute of S.A.
P.O. Box 61837
MARSHALLTOWN
2107

Institute of Building
P.O. Box 10524
JOHANNESBURG
2000

Institute of Personnel Management
P.O. Box 31390
BRAAMFONTEIN
2017

International Correspondence Schools (Overseas) Limited
P.O. Box 117
WOODSTOCK
7915

Jannie Raath Kollege (Edms) Bpk
P.O. Box 1175
PRETORIA
0001

Leos Engineering College (Incorporating S.A. College of Engineering Designers & Draughtsmen)
P.O. Box 53
JOHANNESBURG
2000

Lyceum Korrespondensiekollege (Edms) Bpk
P.O. Box 1103
JOHANNESBURG
2000

Melody School of Music (Pty) Ltd
P.O. Box 84032
GREENSIDE
2034

Milwaukee School of Watchmaking
P.O. Box 1622
PRETORIA
0001

Modern Training Academy (Pty) Ltd
P.O. Box 31192
BRAAMFONTEIN
2017

Radiokom (1969) (Pty) Ltd
P.O. Box 56310
PINEGOWRIE
2123

Rapid Results College
P.O. Box 1809
DURBAN
4000

Rhodec International
213 Sevenoaks
Main Street
NEWLANDS
Cape
7700

Salutis Correspondence College
P.O. Box 28766
SUNNYSIDE
0132

S.A. National School of Electronics
P.O. Box 9766
JOHANNESBURG
2000

Sukses-Korrespondensiekollege (Edms) Bpk
P.O. Box 1001
JOHANNESBURG
2000

Theological College of S.A.
P.O. Box 1402
ALBERTON
1450

Trans-World Tutorial College
P.O. Box 992
Sloane Park
BRYANSTON
2152

Turret Correspondence College (Pty) Ltd
P.O. Box 11350
JOHANNESBURG
2000

Union College (Pty) Ltd
P.O. Box 3541
JOHANNESBURG
2000

Veasey's Engineering College
P.O. Box 35
JOHANNESBURG
2000

Veritas Kollege vir Beroepsleiding
P.O. Box 1066
BLOEMFONTEIN
9300

Volle Evangelie-Teologiese Korrespondensiekollege, Die
P.O. Box 40
IRENE
1675

World Correspondence College
P.O. Box 924
PRETORIA
0001

8. GOVERNMENT DEPARTMENTS

Unless otherwise stated enquiries should be addressed to the Director-General.

Department of Agriculture
Private Bag X250
PRETORIA
0001

The Auditor-General
Office of the Auditor-General
P.O. Box 446
PRETORIA
0001

The Secretary
Office of the Commission for Administration
Private Bag X121
PRETORIA
0001

Department of Community Development
Private Bag X65
PRETORIA
0001

Department of Co-operation and Development
P.O. Box 384
PRETORIA
0001

Department of Education and Training
Private Bag X212
PRETORIA
0001

Department of Environment Affairs and Fisheries
Private Bag X313
PRETORIA
0001

Department of Finance
Private Bag X115
PRETORIA
0001

Department of Foreigh Affairs and Information
Private Bag X141
PRETORIA
0001

Department of Health and Welfare
Private Bag X63
PRETORIA
0001

Commissioner of Police
South African Police
Private Bag X94
Pretoria
0001

Department of Industries and Commerce
Private Bag X84
PRETORIA
0001

Department of Internal Affairs
Private Bag X114
PRETORIA
0001

Department of Justice
Private Bag X81
PRETORIA
0001

Department of Manpower
Private Bag X117
PRETORIA
0001

Department of Mineral and Energy Affairs
Private Bag X59
PRETORIA
0001

Department of National Education
Private Bag X122
PRETORIA
0001

National Intelligence Service
Private Bag X87
PRETORIA
0001

The Secretary
Department of the Prime Minister
Private Bag X83
PRETORIA
0001

Commissioner of Prisons
Directorate: Prisons
Private Bag X136
PRETORIA
0001

Chief of the South African Defence Force
South African Defence Force
Private Bag X161
PRETORIA
0001

Department of Transport
Private Bag X193
Pretoria
0001

Department of Constitutional Development and Planning
Private Bag X644
PRETORIA
0001

9. PROVINCIAL ADMINISTRATIONS

Provincial Administration of the Cape of Good Hope
P.O. Box 759
CAPE TOWN
8000

Provincial Administration of Natal
Private Bag X9037
PIETERMARITZBURG
3200

Provincial Administration of the Orange Free State
P.O. Box 517
BLOEMFONTEIN
9300

Provincial Administration of the Transvaal
Private Bag X64
PRETORIA
0001

OTHER BODIES AND ORGANISATIONS

The President
Human Sciences Research Council (HSRC)
Private Bag X41
PRETORIA
0001

The Personnel Manager
AECI Limited
P.O. Box 1122
JOHANNESBURG
2000

The Secretary
Afrikaanse Handelsinstituut
P.O. Box 1741
PRETORIA
0001

The Secretary
The Association of Potters of
Southern Africa
485 Alexander Street
BROOKLYN
Pretoria
0181

The Personnel Officer
NUCOR
Private Bag X256
PRETORIA
0001

The Secretary
Boeremakelaars (Koöperatief) Beperk
P.O. Box 2002
PORT ELIZABETH
6000

The Secretary
Building Industries Federation of South
Africa (BIFSA)
P.O. Box 11359
JOHANNESBURG
2000

The Careers Officer
Chamber of Mines of South Africa
P.O. Box 809
JOHANNESBURG
2000

National Training Manager
The Clothing Industry Training Board
P.O. Box 8107
JOHANNESBURG
2000

The Secretary
Council for Scientific and Industrial
Research (CSIR)
P.O. Box 395
PRETORIA
0001

The Personnel Manager
Electricity Supply Commission (Escom)
P.O. Box 1091
JOHANNESBURG
2000

The Secretary
The Jockey Club of South Africa
P.O. Box 3409
JOHANNESBURG
2000

The Secretary
Leather Workers' Union
90 Anderson Street
JOHANNESBURG
2001

The Secretary
National Union of Furniture and Allied
Workers of South Africa
P.O. Box 2040
JOHANNESBURG
2000

The Principal
Platorand Training Centre
Private Bag X503
SABIE
1260

The Deputy Postmaster General
Telecommunication Head Office
Private Bag X74
PRETORIA
0001

The Personnel Manager
South African Airways
Administration Building
JAN SMUTS AIRPORT
1627

The Director-General
South African Bureau of Standards
(SABS)
Private Bag X191
PRETORIA
0001

The Group Personnel Manager
Department of Personnel Services
South African Coal, Oil and Gas Corporation Limited (SASOL)
P.O. Box 1
SASOLBURG
9570

The Secretary
South African Federated Chamber of Industries
P.O. Box 4516
PRETORIA
0001

The Secretary
The South African Fire Services Institute
Private Bag X1
RANDBURG
2125

The Secretary
SA Hairdressers and Cosmetologists' Association
P.O. Box 1201
JOHANNESBURG
2000

The Personnel Manager
South African Iron and Steel Industrial Corporation Limited (Iscor)
P.O. Box 450
PRETORIA
0001

The Secretary
South African Nursing Association
Private Bag X105
PRETORIA
0001

The Registrar
South African Nursing Council
P.O. Box 1123
PRETORIA
0001

The General Manager
South African Transport Services
General Manager's Office
Private Bag X47
JOHANNESBURG
2000

The Secretary
South African Wool Board
P.O. Box 1378
PRETORIA
0001

The Head: Education and Training Division
Steel and Engineering Industries Federation of South Africa (SEIFSA)
P.O. Box 1338
JOHANNESBURG
2000

The Secretary
Swiss Watchmaking Association
c/o Vlakfontein Technical High School
Private Bag
MAMELODI
0101

The Principal
Vlakfontein Technical High School
Private Bag
MAMELODI
0101

B. LIST OF SOURCES

HSRC PUBLICATION

IN-37 COETZEE, C.J.S. and FOURIE, E.C. *Tertiary training outside universities and career opportunities.* 1982.

OTHER PUBLICATIONS

SOUTH AFRICA (Republic). Commission for Administration. *Careers in Government Departments 1981-1982.* Pretoria: Government Printer, 1981.

SOUTH AFRICA (Republic). Department of Manpower. *My Career / My Loopbaan.* Pretoria: The Department. (Quarterly on vocational information.)

SOUTH AFRICA (Republic). Department of Manpower. *Careers Guide / Loopbaangids.* Pretoria: The Department, 1981.

SOUTH AFRICA (REPUBLIC). Committee of inquiry into the training, use and status of the engineering technician in the Republic of South Africa. *Main Report;* chairman R.C.J. Goode. Pretoria: Department of National Education, 1978.

BROCHURES, pamphlets, etc., as well as direct information obtained from the Department of Manpower, the Department of National Education, the Department of Education and Training, other government departments, technical colleges, technical institutes and private bodies.

HSRC PUBLICATION LIST

A complete list of HSRC publications or a list of publications of a particular institute of the HSRC is available from the Publications Manager

HUMAN SCIENCES RESEARCH COUNCIL
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The HSRC undertakes, promotes, supports and co-ordinates research in the field of the human sciences. It also determines research priorities, disseminates the findings of human sciences research, promotes and evaluates the implementation of research findings, stimulates the training of researchers, places the full spectrum of human sciences disciplines at the service of the inhabitants of the RSA and promotes science in general.

Funksies van die RGN

Die RGN onderneem, bevorder, ondersteun en koördineer navorsing op die gebied van die geesteswetenskappe, bepaal navorsingsprioriteite, versprei die resultate van geesteswetenskaplike navorsing, bevorder en evalueer die implementering van die resultate van navorsing, stimuleer die opleiding van navorsers, stel die volle spektrum van dissiplines in die geesteswetenskappe ten diens van die inwoners van die RSA en bevorder die wetenskap in die breë.

Institutes

Institute for Communication Research (ICOMM)

Institute for Educational Research (IER)

Institute for Historical Research (IHR)

Institute for Manpower Research (IMAN)

Institute for Psychological and Edumetric Research (IPER)

Institute for Research Development (IRD)

Institute for Research into Language and the Arts (IRLA)

Institute for Sociological and Demographic Research (ISODEM)

Institute for Statistical Research (ISR)

Bureau for Research Support Services (BRSS)

Administration

Institute

Instituut vir Geskiedenisnavorsing (IGN)

Instituut vir Kommunikasienavorsing (IKOMM)

Instituut vir Mannekragnavorsing (IMAN)

Instituut vir Navorsingsontwikkeling (INO)

Instituut vir Opvoedkundige Navorsing (ION)

Instituut vir Psigologiese en Edumetriese Navorsing (IPEN)

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Instituut vir Statistiese Navorsing (ISN)

Instituut vir Taal- en Kunstenavorsing (INTAK)

Buro vir Ondersteunende Navorsingsdienste (BOND)

Administrasie

Head office

Private Bag X41, Pretoria 0001
Republic of South Africa
Telegrams RAGEN
Tel. (012) 28-3944
Telex 3-0893

Hoofkantoor

Privaatsak X41, Pretoria 0001
Republiek van Suid-Afrika
Telegramme RAGEN
Tel. (012) 28-3944
Teleks 3-0893

Regional offices

Western Cape, Private Bag 40, Parow 7500
Tel. (021) 92-1026

Natal, P.O. Box 508, Durban 4000
Tel. (031) 31-6926

Streekkantore

Wes-Kaap, Privaatsak 40, Parow 7500
Tel. (021) 92-1026

Natal, Posbus 508, Durban 4000
Tel. (031) 31-6926